Data Entry Web Site (DEWS):
A Guide to WSU SNAP-Ed Data Entry

Food $ense Project CEOs and Data Entry Personnel

June 2010; Updates (yellow highlighter)

(http://ext.wsu.edu/DEWS)

DRAFT

1. **Introduction**
   - *This web system was designed to report all SNAP-Ed (FSNE) data (no software). It meets the current reporting requirement (EARS) for the NIFA-FNS contract.*
   - *Data Collection forms are developed and updated as needed. When revisions are made, they are sent out electronically and placed on the Food $ense SharePoint site:*
   - Local data entry personnel. With this system, there is one data entry person per project. After years of working with sometimes three different people per project, improving the efficiency of data entry is a must. Having one person do the inputting minimizes training/retraining needs, improves data entry skills of the assigned person, improves local management of data sets, and reduces data input error rate.
   - "Beta" tested. After the developers 'test' (alpha group) the programming, a small 'end user' group tries out the program to see how it works for them. These "Beta testers" often help find the 'holes' (omissions), errors in programming, process issues, and inconsistencies between screens and data collection forms. They may offer insights as to what works well and what makes the programming frustrating to use. The Beta- testing team will be called on throughout the first two years of use to pilot new programming/ reprogramming before it is released to projects statewide.issues
2. **Orientation of DEWS staff and CEOs to the website organizational structure.**

   LOGON
   - *Local data entry persons are pre-entered into the Data Entry Web Site (DEWS) data base and have permission to enter data for specific county project(s) only. The logon screen asks for: WSU net ID + password.*

     ***NOTE:** To gain permission to this system, local managers send data entry personnel name, WSU ID number, and email address to the State Program Coordinator.*
   - Select "logon" and that will bring you to your Home page asking you to select from the menu on the left.

A-Z Index
Campuses
myWSU
WSU Search
WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
Volunteer Hours
DEWS Users' Guide
SNAP-Ed Goals & Obj
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Logon
User ID:
manenica
Password:
Logon
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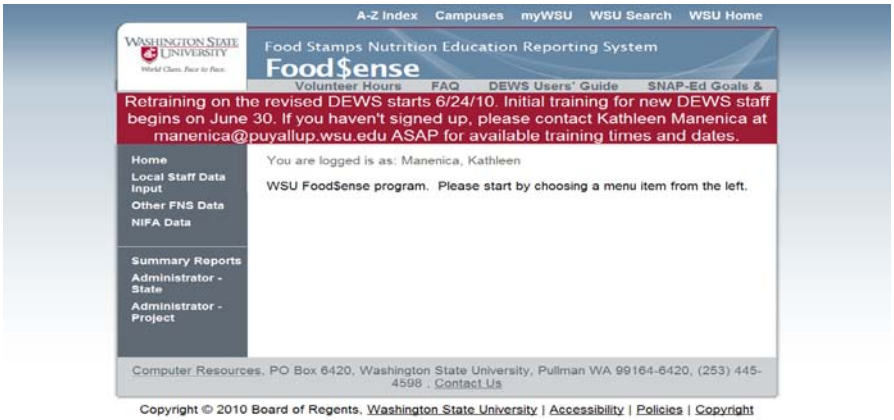
- Once logged on, you will get a screen that asks you to select from the menu items on the left:
    - **Local Staff Data Input**: This is the data that is inputted by the local data entry person: All youth, parent, teacher observation, adult series and adult single event data: demographic, format, and outcome data. The Annual report and group snapshot give concise picture of what data has been entered to date.
    - **Other FNS Data:** summarizes what the funder called "Indirect" education data… categories include materials and audiences, impacts, success stories, efforts to target parents, secondary audiences, and Section A.. This was the information is entered at the end of the year as it is 'summary data'. This section is still under revision (June 2010) and will probably not be completed until August of 2010, so no data should be entered until after DEWS staff and CEOs are notified. Each of these categories is limited to no more than 1000 characters of text. We recommend that supervisors complete this section; or supervisors clearly decide what they want reported in this section. The Section A Report also new in DEWS for 2010 is completed by CEOs annually.
    - **NIFA Data**: In addition to what we normally report, the National Institute of Food & Agriculture (NIFA), formerly called CSREES, has asked intermittently for additional information contained here. This section is not completed annually, rather only when requested, with exception to the Volunteer report which is new for 2010. The Food $ense state office will notify CEOs if this section needs completion for any specific year. These are the additional elements above and beyond FNS requests. This would be completed either by local CEOs or the state management office.
        - **TIP**: To navigate out of one category to another or to go backwards, select the menu item on the left or the 'previous' button at the bottom of the screen. If you use the 'back arrow' in the upper left corner of your screen, it will create an error message and you will needto log back in to the site.
    - **Summary Reports:** Produces summary reports for all data entered. Project leaders have access to this section. Reports can be generated by a number of indicators, including: cluster projects, educators, data entry staff; and new in 2010, school districts and Extension districts.
    - **Administrator –Project**: Administrators can configure reports to review specific aspects of the data. For instance, they can pull data by project, or cluster of counties with the toggle function; for a specific educator, or DEWS personnel; and type of data. New for 2010, reports can now be pulled by school district or Extension district.


A-Z Index
Campuses
myWSU
WSU Search
WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
Volunteer Hours
FAQ
DEWS Users' Guide
SNAP-Ed Goals &
Retraining on the revised DEWS starts 6/24/10. Initial training for new DEWS staff begins on June 30. If you haven't signed up, please contact Kathleen Manenica at manenica@puyallup.wsu.edu ASAP for available training times and dates.
Home
Local Staff Data Input
Other FNS Data
NIFA Data
Summary Reports
Administrator - State
Administrator - Project
You are logged is as: Manenica, Kathleen
WSU FoodSense program. Please start by choosing a menu item from the left.
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    - Before leaving this screen, note the red marquee. This is a message board that is posted for DEWS users that will give updated information on status of revisions, quarterly dates for data entry. The light grey bar above the marquee provides access to WSU Volunteer data entry site, DEWS users Guide, and the current year's Goals and Objectives.

Before navigating any farther, review the following information (page 2-3).

SELECTING DATA CATEGORIES

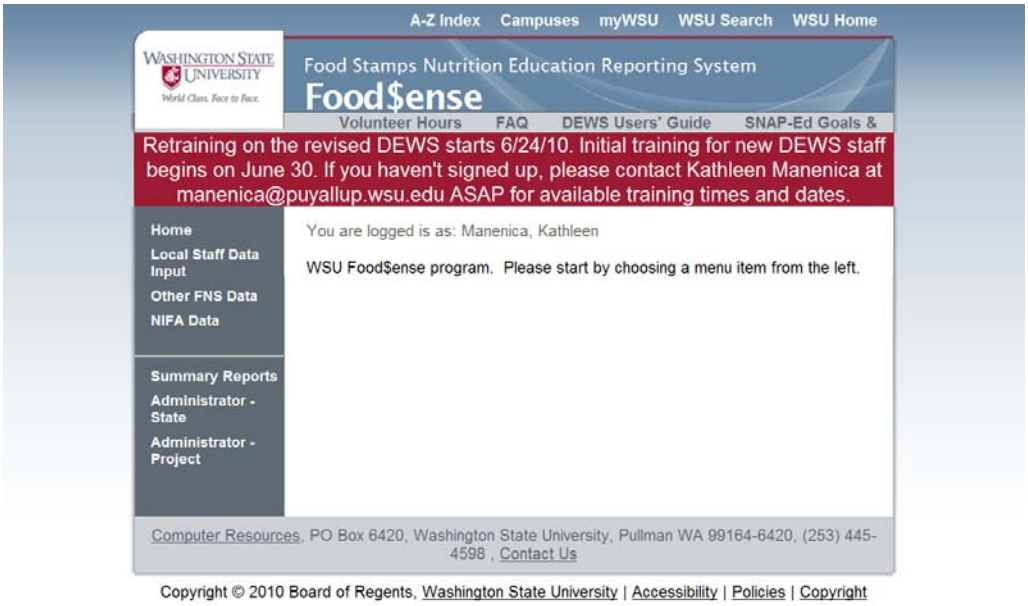
3. Review specific language (terms) used in the FNS-EARS data collection form with federal interpretation of data guidelines (Table 1). If there are any questions as to the intention of these terms, please ask your project CEO or DEWS personnel for clarification. If they have questions, they in term will contact the state coordinating office.

Table 1: EARS LANGUAGE AND DATA TERMS

Term	Definition/ Explanation
Local Staff Data Input (LSDI)	Primary location for local data entry personnel to input all evaluation data collected on forms for individual and group enrollment.
Direct Education	Interventions where a participant is actively engaged in the learning process with an educator and/or interactive media. It provides an opportunity to obtain information about individual participants. For an activity to qualify as direct education, the following demographic information is required: 1. Number of individuals 2. SNAP participation status 3. Age 4. Gender 5. Race/ethnicity
Indirect Education	Interventions where a participant obtains nutrition education or materials or listens to a session but no demographic information is captured about the individual.
Unduplicated Counts	Actual number of participants reached that insures that no individual counted is recounted in subsequent sessions/outreach.
Actual	The real number of persons reached with assurance of accuracy either by individual enrollment forms or classroom teacher's classroom enrollment records and knowledge.
Estimated	Counts of participants where demographic data sets are incomplete, agency or census track data are used or counts are based in part on 'visual' inspection. According to FNS EARS trainers (Dallas, 4/08) these numbers should really be counted as Indirect Education.
Ethnicity	Individuals in cultural communities that practice a set of cultural norms (language, food, religion) that set them apart from the dominant culture. Examples: Hispanic, Russian
Race	The U.S. Census bureau recognizes 5 races: 1. American Indian or Alaska Native 2. Asian 3. Black or African American 4. Native Hawaiian or Other Pacific Islander 5. White
Youth	All participants under the age of 18 *(or ≤ 17 yrs)*. "Teen SNAP-Ed participants should be counted by their age…even if they are parents." (FY09 FNS Guidance)
Adult Series	Nutrition education classes targeting those individuals who are at least 18 years of age. A series is a planned intention of offering and enrolling in a sequence of lessons (more than one).
Adult Single Events	Nutrition education event that is offered on a one time basis, with no intent to offer subsequent events to the participants attending.
Primary Content	Nutrition education subject matter that is defined by MyPyramid and the 2005 U.S. Dietary Guidelines; and is prioritized by FNS and selected by Food $ense management leadership (ceo's and state management office).
Secondary Content	Nutrition education subject matter that is defined by MyPyramid and the 2005 U.S. Dietary Guidelines but taught in the context of the primary content subject matter (e.g. lowering fat, sugar; food safety).

4. DATA ENTRY:

Once logged on, your options for data entry will appear in the left menu bar.


A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
Volunteer Hours FAQ DEWS Users' Guide SNAP-Ed Goals &
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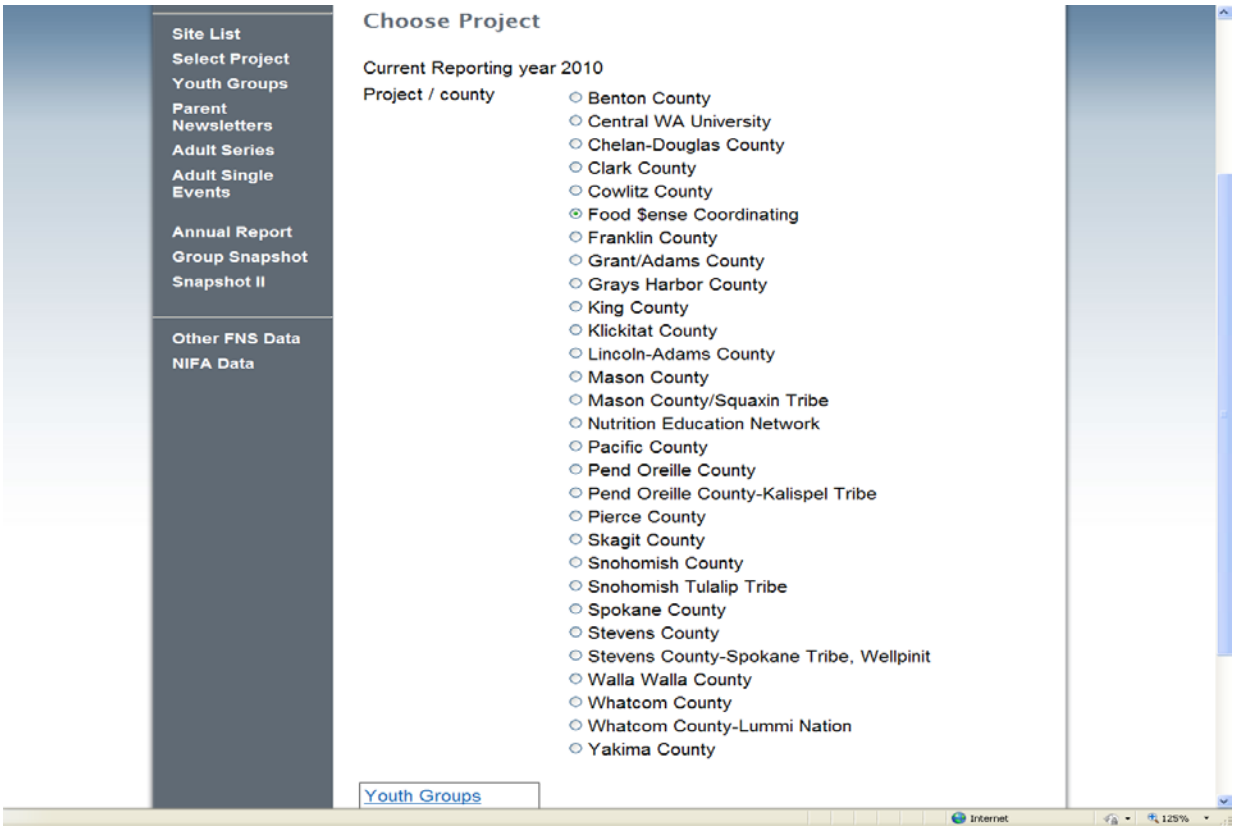
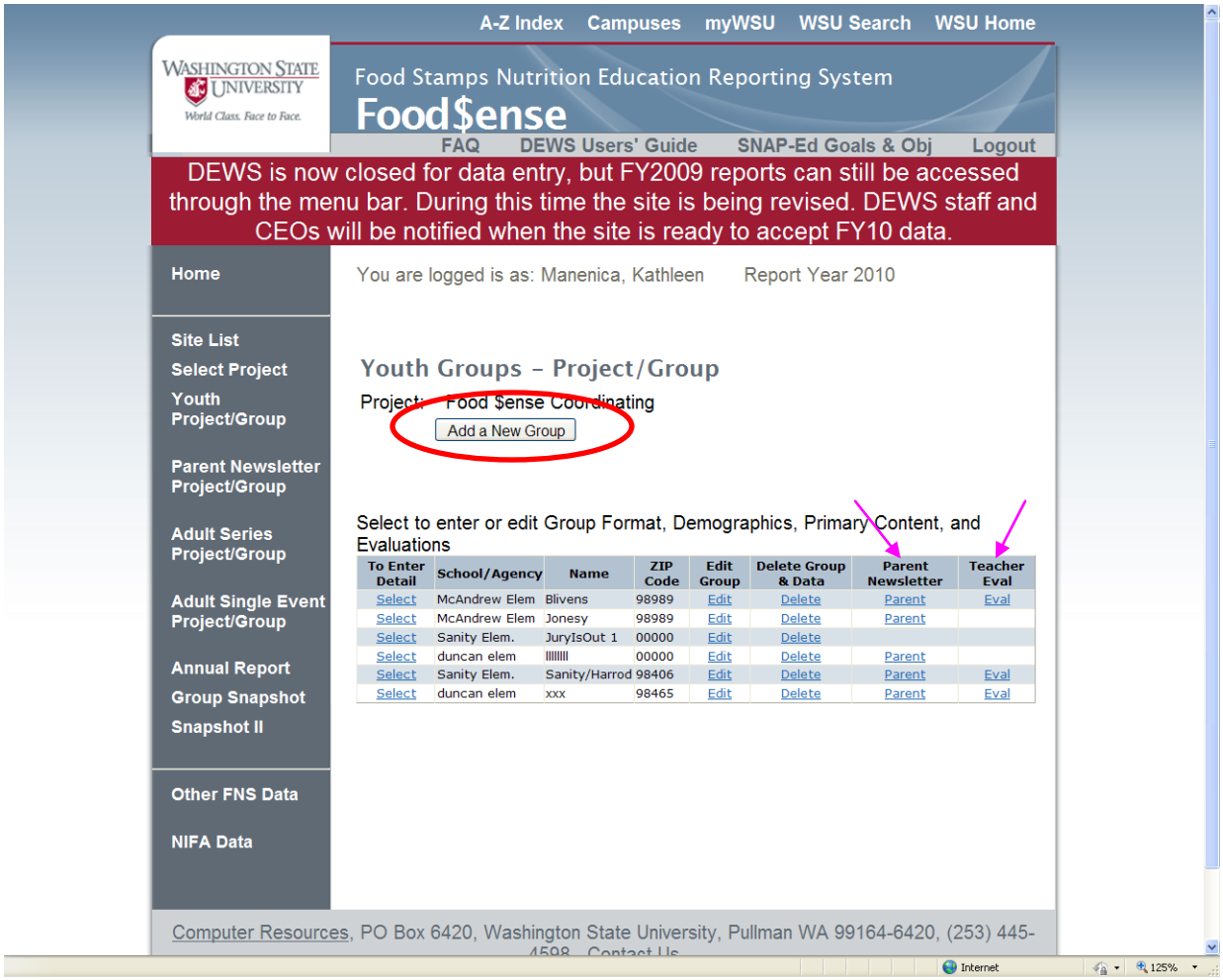
- **To enter data**: Select "Local Staff Data Input"
- **Choose the Project/county** for which you will be entering data.
- Then, the **type of data** you want to enter: Youth, Parent Newsletter, Adult Series or SE



Youth Groups

Within this grouping all youth data can be entered. A new feature of this screen includes the two added columns on the right. These will give access to both parent newsletter evaluation screen and the new teacher observation data that projects started using in 2009.

Once a new group is entered, it will appear on this summary list for the current year. It is critical to take time to add new groups correctly, and with correct spelling. It is recommended that each project decide how to 'name' groups as many groups are affiliated with each school; and some teachers have more than one class annually. It is also suggested that another person besides the person entering this information, check for spelling prior to entering data sets.


A-Z Index Campuses myWSU WSU Search WSU Home
Washington State University
World Class. Face to Face.
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
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Home
Site List
Select Project
Youth Project/Group
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen Report Year 2010
Youth Groups – Project/Group
Project: Food $ense Coordinating
Add a New Group
Select to enter or edit Group Format, Demographics, Primary Content, and Evaluations
To Enter Detail | School/Agency | Name | ZIP Code | Edit Group | Delete Group & Data | Parent Newsletter | Teacher Eval
Select | McAndrew Elem | Blivens | 98989 | Edit | Delete | Parent | Eval
Select | McAndrew Elem | Jonesy | 98989 | Edit | Delete | Parent |
Select | Sanity Elem. | JuryIsOut 1 | 00000 | Edit | Delete | |
Select | duncan elem | lllllll | 00000 | Edit | Delete | Parent |
Select | Sanity Elem. | Sanity/Harrod | 98406 | Edit | Delete | Parent | Eval
Select | duncan elem | xxx | 98465 | Edit | Delete | Parent | Eval
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Internet
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NOTES:

- Before adding a "new group" you will need to 'pre-load' your Agencies, Districts, and Schools. So, **Select** this "Site List" from the menu on the left.

- If the project has entered into DEWS over the past year, most of your agencies entered previously will already be there. If there are new sites, they will need to be entered by project coordinator. (See page 28-29)
  http://cru.cahe.wsu.edu/food$enseTEST/adminProject/programDistrict.aspx

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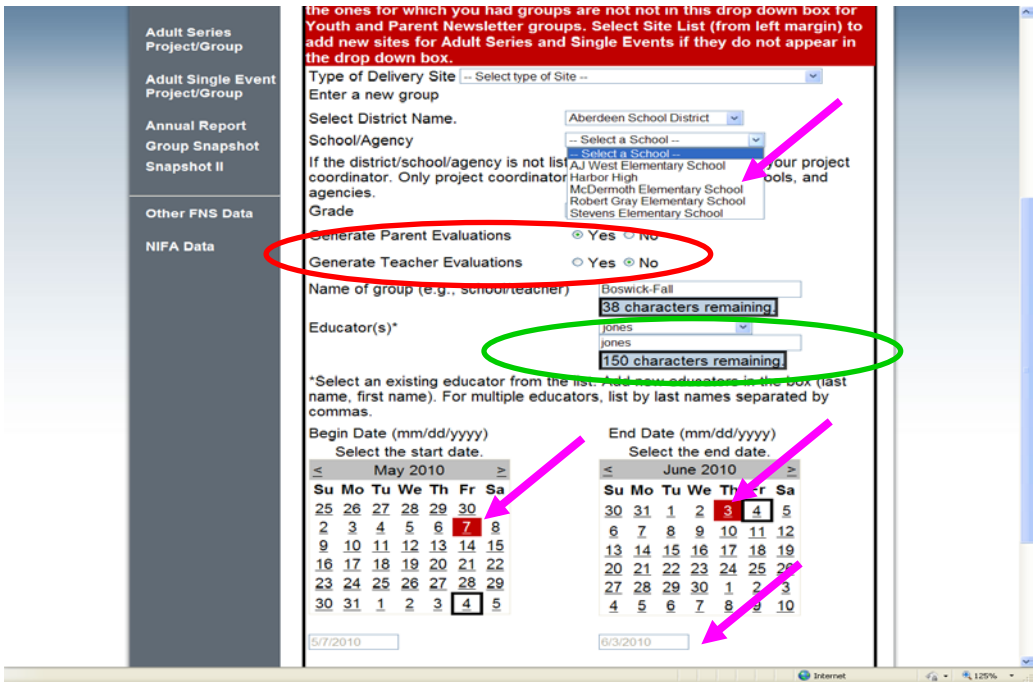
New Group Screen

- When entering a new group, **SELECT** the Type of Delivery Site from the dropdown menu. The choices available are determined by FNS.

  NOTE: As of FY2010, "Parent newsletter evaluation" cannot be associated with individual homes on this 'delivery site' list.(email communication from FNS-WRO (5/18/10) Instead, identify them as "Other-Public School Parents" from the "Type of Delivery Site" drop down menu.

☐ **New for FY10:**

- o If anything **but** Public School is selected for Delivery Site, the new "Non-school - Project" option for School District should be selected. and the agencies that are non-school groups will appear in the drop down box for selection. **NOTE:** These agencies will now be added through the Project Administrator feature as are school agencies.
- o Rather than all statewide schools being shown in the dropdown box, only your project schools will be shown.
  - o Grade: **TIP** – Use "mixed ages' category for after-school, day camps, and other community settings where a wide age-range of children are enrolled.
- o The Parent Newsletter evaluation data can be entered through the Youth screens. **Select** "Yes or No" to get out of the screen. If unknown when data is first entered, select 'No". If there are parent newsletters associated with this group, one can 'edit ' the group, select 'yes' and then the access point will appear on the Youth Group page. Using this feature will save time so Group id screens will not have to be reentered with these evaluations.
- o Teacher Observation data can also be entered from the Youth Group list screen. It too will save data entry time as above. Follow the same procedure for "Yes" or "No" as above.
- o Educators. Please follow this procedure for entering educators' names.
  - o **All educators are entered "Last Name, First Name"**
  - o Once entered, it will appear in the new drop down menu for selection for future groups. This will minimize spelling errors and name duplication.
  - o Have someone else check the spelling to make sure it is correct.

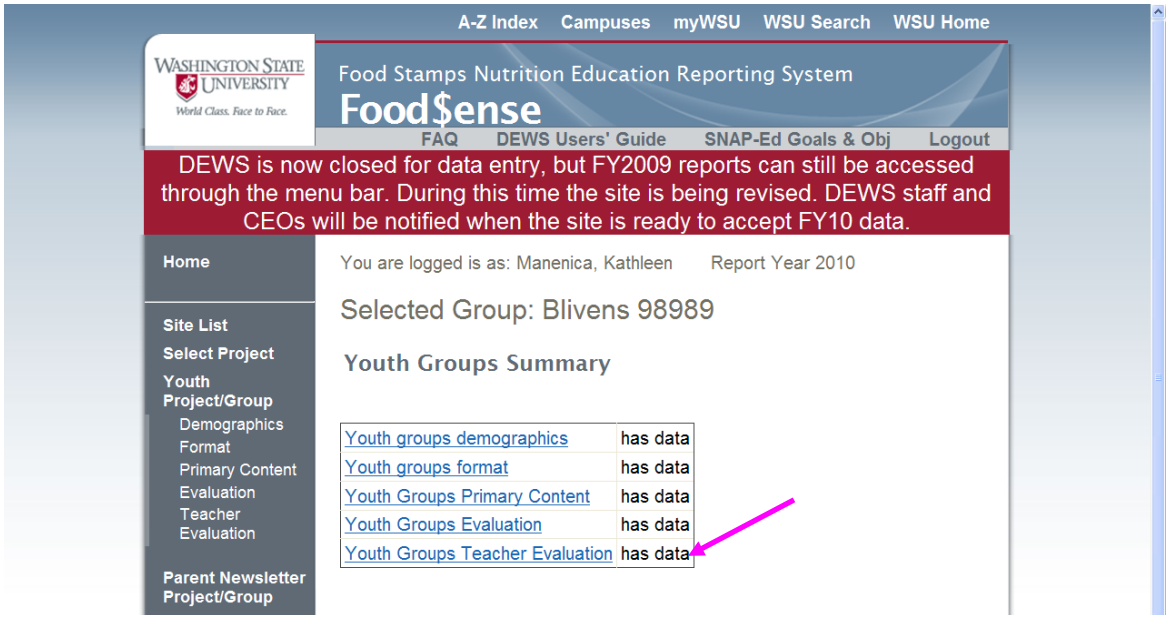

Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
the ones for which you had groups are not not in this drop down box for Youth and Parent Newsletter groups. Select Site List (from left margin) to add new sites for Adult Series and Single Events if they do not appear in the drop down box.
Type of Delivery Site
-- Select type of Site --
Enter a new group
Select District Name.
Aberdeen School District
School/Agency
-- Select a School --
AJ West Elementary School
Harbor High
McDermoth Elementary School
Robert Gray Elementary School
Stevens Elementary School
Grade
Generate Parent Evaluations
Yes No
Generate Teacher Evaluations
Yes No
Name of group (e.g., school/teacher)
Boswick-Fall
38 characters remaining
Educator(s)*
jones
jones
150 characters remaining
*Select an existing educator from the list. Add new educators in the box (last name, first name). For multiple educators, list by last names separated by commas.
Begin Date (mm/dd/yyyy)
Select the start date.
May 2010
End Date (mm/dd/yyyy)
Select the end date.
June 2010
5/7/2010
6/3/2010

- The graphic calendar widget for first and last date ranges is offered as a time saver for entering the text format needed for dates. The dates will appear in the cells below the graphic after a date is selected. The default is always the current month/day, so make sure to use the "< and >" symbols to find the correct month/year.

- Select "**SAVE**" at the bottom of each screen after entering data.

  - All groups previously entered will appear in alphabetical order.
  - After saving this screen, it will automatically throw you back to the Youth Group screen, where choosing **SELECT** in the left column of the new group to start data entry.

This will bring you to:


A-Z Index
Campuses
myWSU
WSU Search
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Washington State University
World Class. Face to Face.
Food Stamps Nutrition Education Reporting System
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Youth Project/Group
Demographics
Format
Primary Content
Evaluation
Teacher Evaluation
Parent Newsletter Project/Group
You are logged is as: Manenica, Kathleen
Report Year 2010
Selected Group: Blivens 98989
Youth Groups Summary
Youth groups demographics has data
Youth groups format has data
Youth Groups Primary Content has data
Youth Groups Evaluation has data
Youth Groups Teacher Evaluation has data

- *Enter Data in sequence presented. NOTE: New for 2010 is access to the Teacher Observation Evaluation. It can only be accessed through an existing youth group.*
- **Select** Demographic
  - Total Number in this Group (with demographics):This number represents total number of participants in the class that have all five required demographic indicators.
  - Total Number in this Group (without demographics): This number represents total number of participants in the class that have missing demographic indicators. These then require 'estimates' qualified by the four options on the screen once 'estimates' are selected.
  - Actual/estimated (qualify): Estimates are considered 'indirect' education by the funder. The program will forward these numbers to "Other FNS Data" where they will add to the indirect education numbers.
  - Actual Number of Lessons delivered: This number needs to support the number of lessons delivered, not 'planned'. For example, if the curriculum has 8 lessons that you originally planned to deliver, but a couple were delayed and not made up, then the number in this cell should be "6" not "8." (see graphic that follows)

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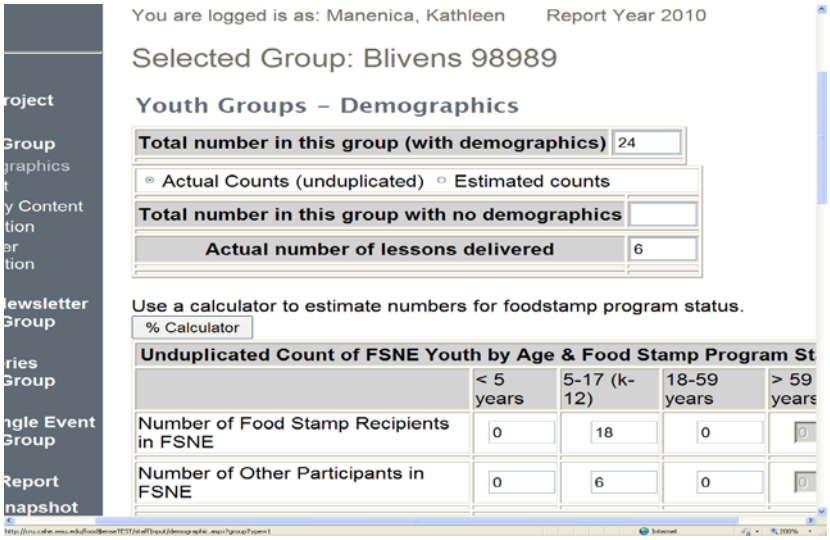
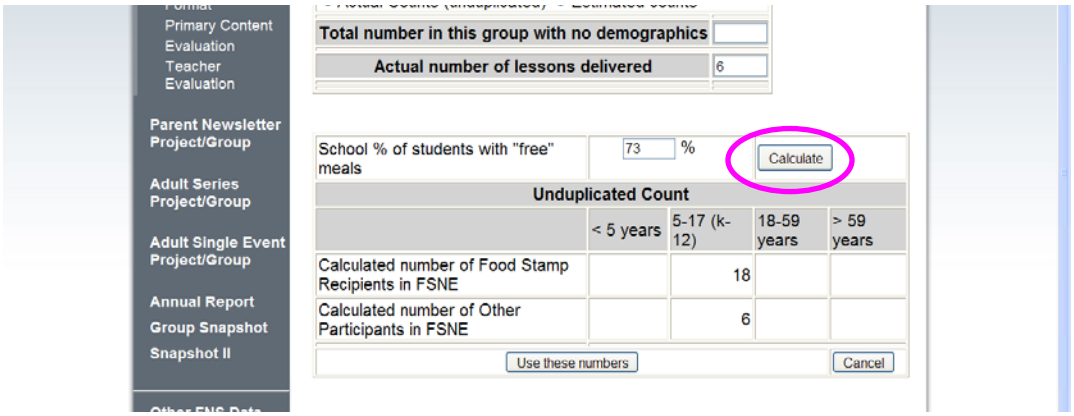

You are logged is as: Manenica, Kathleen
Report Year 2010
Selected Group: Blivens 98989
Youth Groups – Demographics
Total number in this group (with demographics) 24
Actual Counts (unduplicated)
Estimated counts
Total number in this group with no demographics
Actual number of lessons delivered 6
Use a calculator to estimate numbers for foodstamp program status.
% Calculator
Unduplicated Count of FSNE Youth by Age & Food Stamp Program St
< 5 years
5-17 (k-12)
18-59 years
> 59 years
Number of Food Stamp Recipients in FSNE 0 18 0
Number of Other Participants in FSNE 0 6 0

- **Unduplicated Counts**. The "% calculator" was updated in 2010. To calculate the number of SNAP-Ed qualified youth:

- **SELECT** the "% Calculator" button. Enter the percent (whole number) free-school meals in the cell in the top row.
- **SELECT** the "Calculate" button. The correct numbers should distributed in the appropriate cells.
- **SELECT** "Accept these numbers" button at the bottom of the % Calculate screen to verify that the numbers calculated are acceptable. This will send you back to the previous screen to continue entering data.



- **Age**: Due to the large alternative high school and parenting teens who are often older than 17 and receive SNAP-Ed in school, they should be entered into the "18-59" year category.

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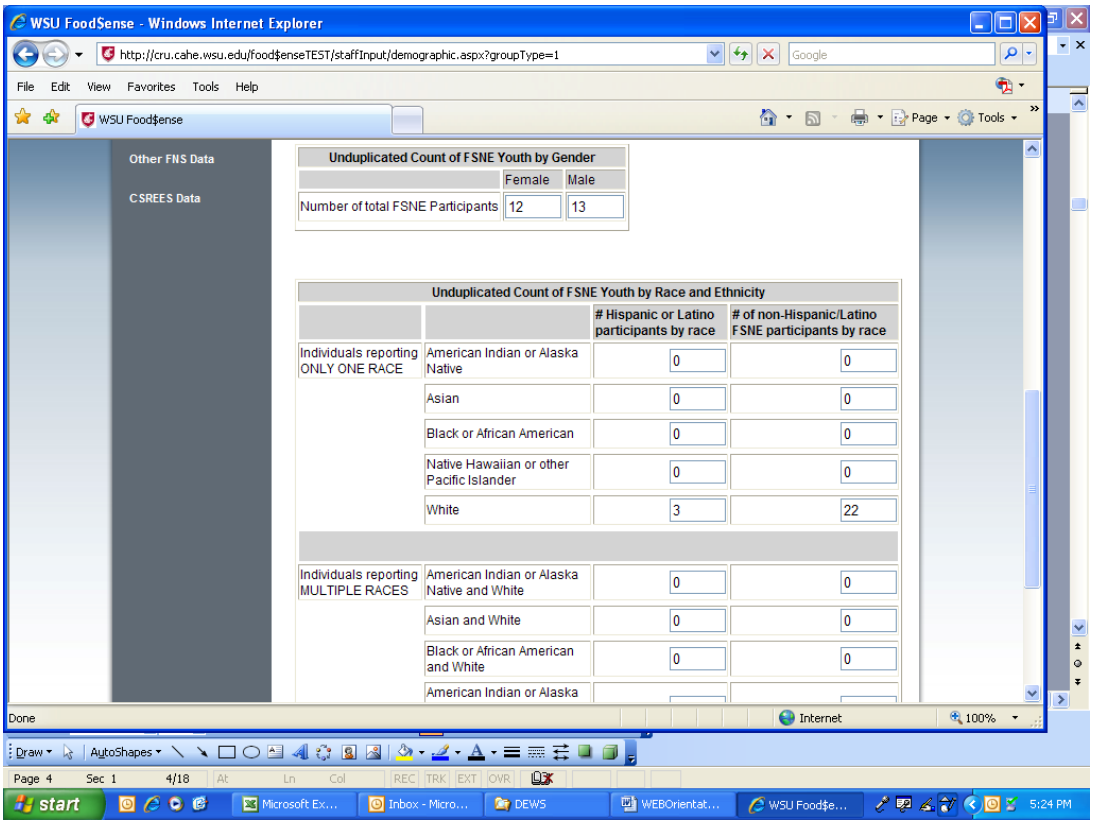
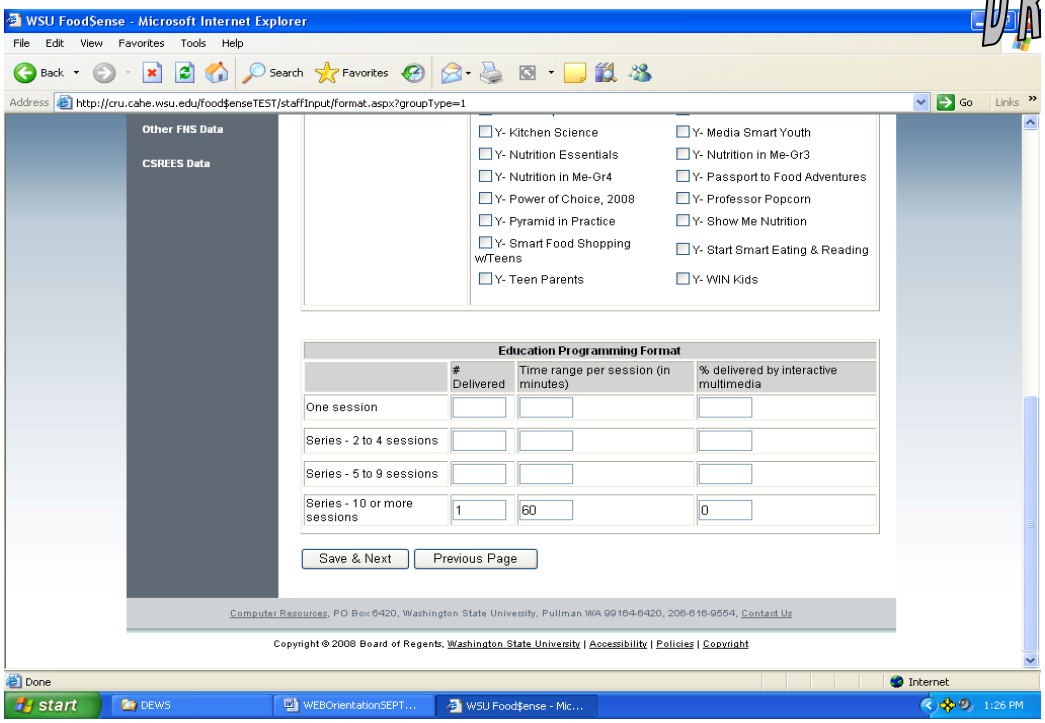
- **Gender: TIP:** Please note the sequence is Female, Male.
- **Race/ Ethnicity. TIP**: The group enrollment form collects this information separately rather within ethnicity/race combinations for individuals. Input the race DEFAULT for Hispanic as WHITE if unknown; and report data for that group as ESTIMATED r/t missing demographic data.
- **Save & Next**



o **Format**

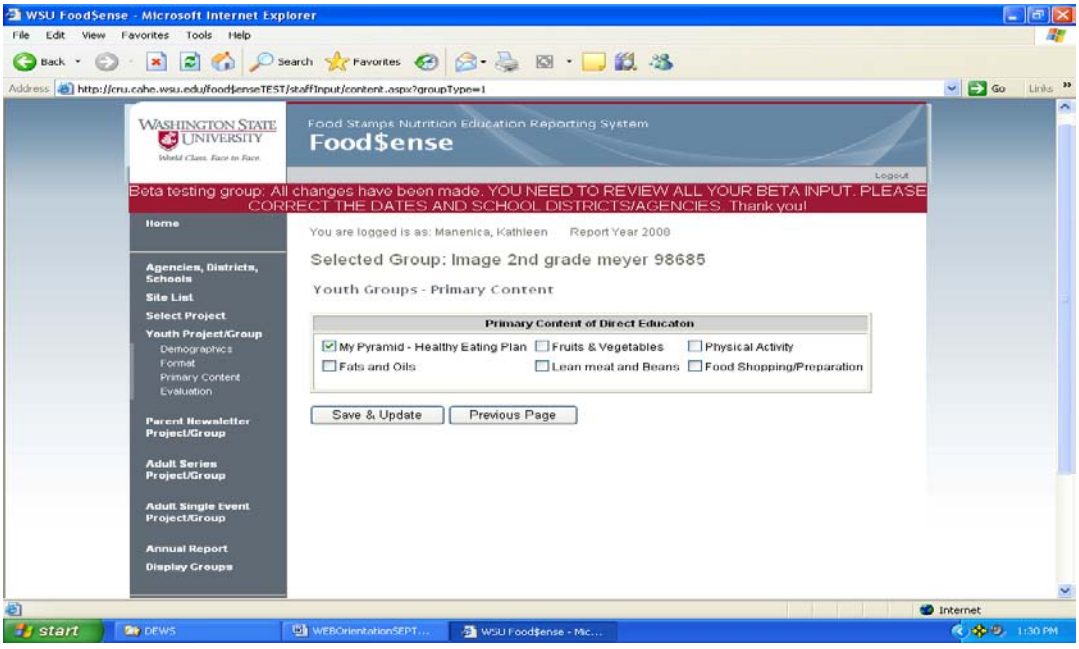
- Curricula used (can check up to 3 TIP: Remember, when going back to the same classroom to teach a different curriculum during one year, the original group must be edited to include additional lessons (demographic screen) and updated format screens.
- Youth Curricula show “Y” before the title; A- Adult curricula
- **New for 2010:** WSU SNAP-Ed has a first sub-contractor (CWU) who will be conducting a Spanish Family intervention. The curriculum is preceded with “F” as it is a ‘Family” intervention. Only CWU is trained on this intervention so is the only project to use this curriculum in 2010.



Education Programming Format (approach: number of lessons, time/lesson; multi-media) TIP: for "number delivered" = number of "series" which will be '1' unless more than one curriculum is used.

- **TIP**: If data is entered into a row, all three cells must be filled with a number or will be notified of error. Use "0" where needed to complete row.
- **Save & Next**

o **Primary content Screen**: Prioritized by CEOs (Yakima, 11/06)
- Check all that apply
- **Save & Next**



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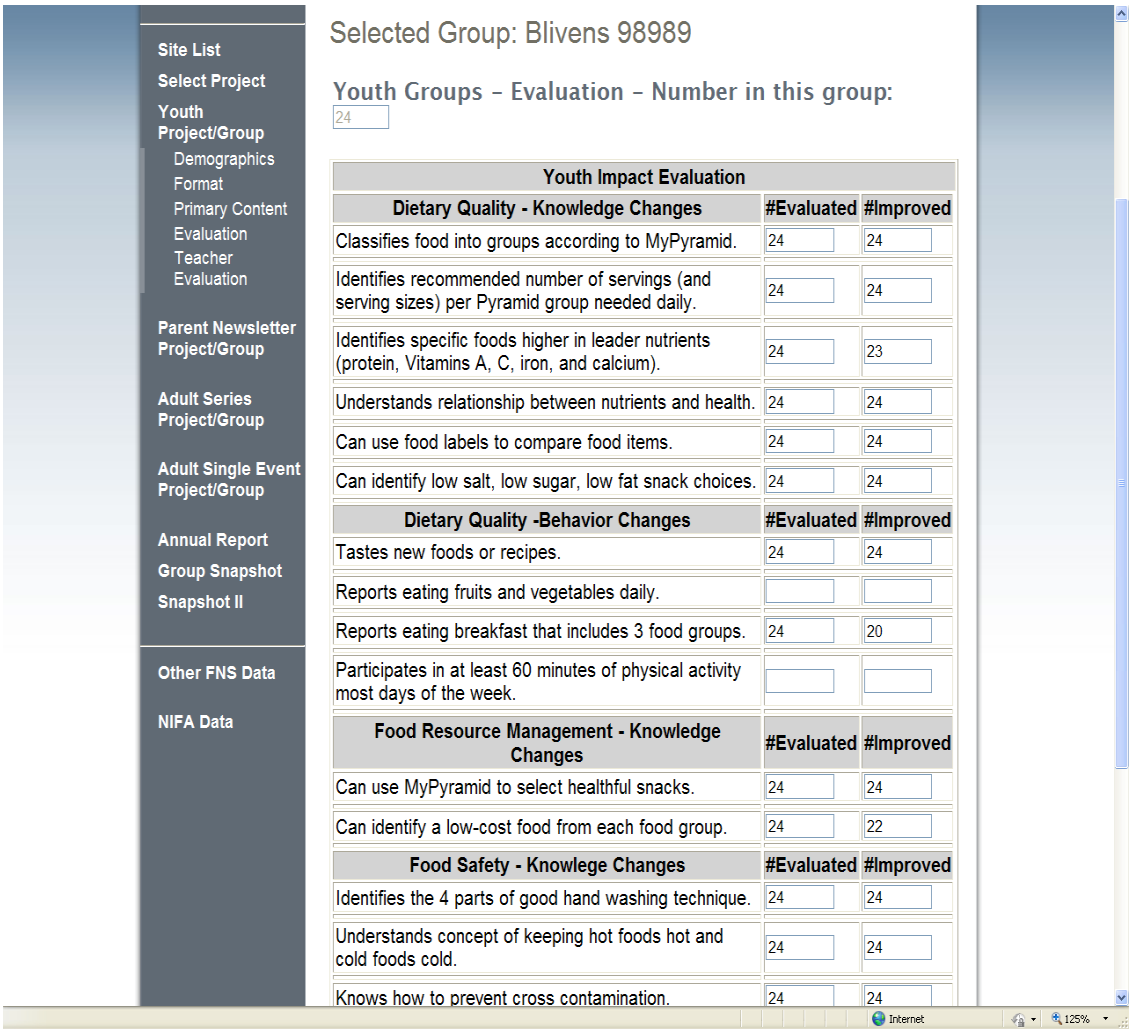
- **Evaluation Screen:** (*As before, reported as single group summary data, not individual data.)*
  - Same format as followed in previous reporting that align with primary content selected and secondary content r/t shopping behavior and food prep. NOTE: *All previous questions on food safety are included here because food safety is a priority when teaching young children and those who cook and prepare food.*
    - ***NOTE:*** *New for 2010 is that the old "Number taught" is included at the top of the page so the first column of cells was removed to save data entry time.*
  - **Save & Next**


Site List
Select Project
Youth Project/Group
Demographics
Format
Primary Content
Evaluation
Teacher Evaluation
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
Selected Group: Blivens 98989
Youth Groups – Evaluation – Number in this group:
24
Youth Impact Evaluation
Dietary Quality - Knowledge Changes | #Evaluated | #Improved
Classifies food into groups according to MyPyramid. 24 24
Identifies recommended number of servings (and serving sizes) per Pyramid group needed daily. 24 24
Identifies specific foods higher in leader nutrients (protein, Vitamins A, C, iron, and calcium). 24 23
Understands relationship between nutrients and health. 24 24
Can use food labels to compare food items. 24 24
Can identify low salt, low sugar, low fat snack choices. 24 24
Dietary Quality -Behavior Changes | #Evaluated | #Improved
Tastes new foods or recipes. 24 24
Reports eating fruits and vegetables daily.
Reports eating breakfast that includes 3 food groups. 24 20
Participates in at least 60 minutes of physical activity most days of the week.
Food Resource Management - Knowledge Changes | #Evaluated | #Improved
Can use MyPyramid to select healthful snacks. 24 24
Can identify a low-cost food from each food group. 24 22
Food Safety - Knowlege Changes | #Evaluated | #Improved
Identifies the 4 parts of good hand washing technique. 24 24
Understands concept of keeping hot foods hot and cold foods cold. 24 24
Knows how to prevent cross contamination. 24 24
Internet
125%

- **Parent Newsletter Group Evaluation :**
  - **NEW for 2010:** It is highly recommended that to enter all Parent Newsletter Evaluations from the Youth Group screen to omit having to enter them as a new group (see below). This will save time in doing the following:
    - Will not have to re-enter a Group ID screen for each group of parent newsletters
    - Minimizes data entry errors due to spelling etc

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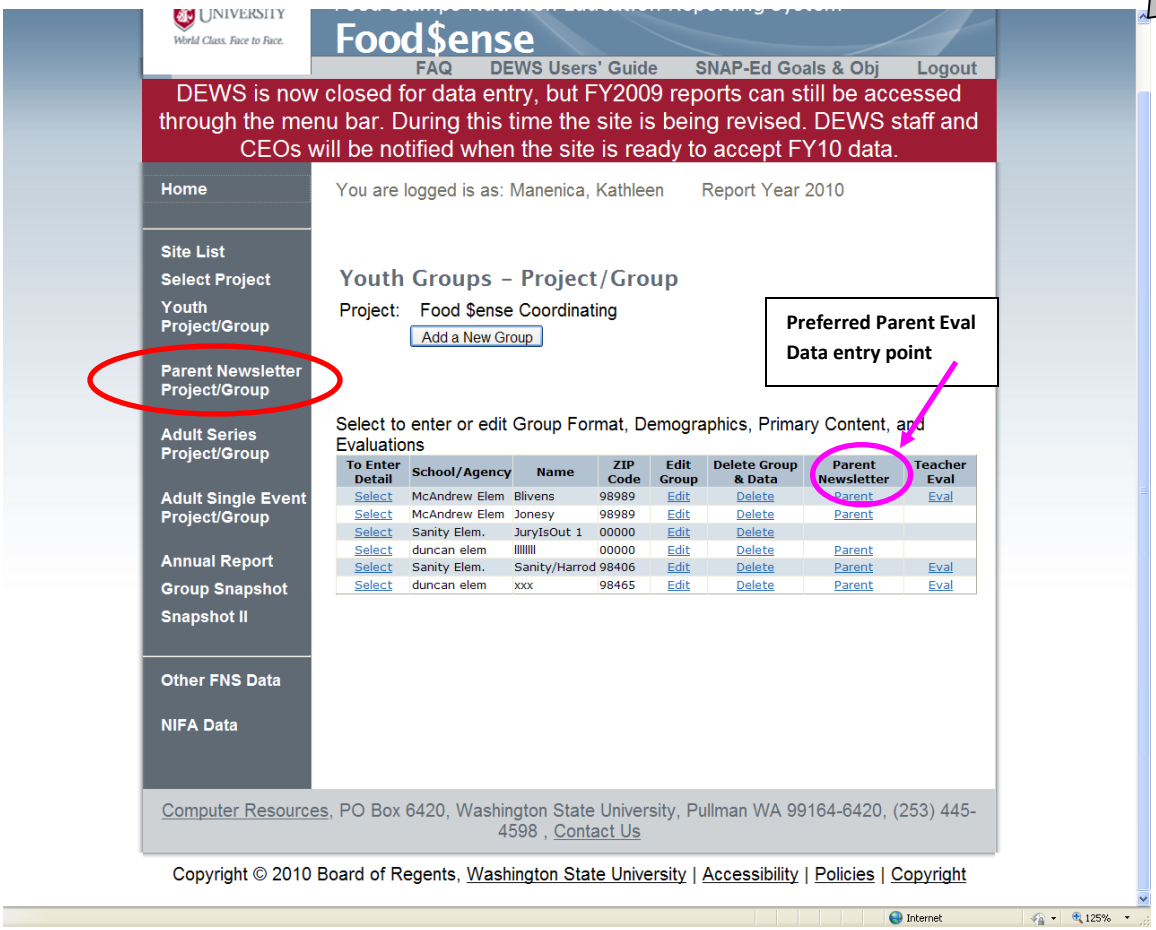
Food$ense
FAQ
DEWS Users' Guide
SNAP-Ed Goals & Obj
Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Site List
Select Project
Youth Project/Group
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen
Report Year 2010
Youth Groups – Project/Group
Project: Food $ense Coordinating
Add a New Group
Preferred Parent Eval
Data entry point
Select to enter or edit Group Format, Demographics, Primary Content, and Evaluations
To Enter Detail
School/Agency
Name
ZIP Code
Edit Group
Delete Group & Data
Parent Newsletter
Teacher Eval
Select McAndrew Elem Blivens 98989 Edit Delete Parent Eval
Select McAndrew Elem Jonesy 98989 Edit Delete Parent
Select Sanity Elem. JuryIsOut 1 00000 Edit Delete
Select duncan elem lllllll 00000 Edit Delete Parent
Select Sanity Elem. Sanity/Harrod 98406 Edit Delete Parent Eval
Select duncan elem xxx 98465 Edit Delete Parent Eval
Computer Resources, PO Box 6420, Washington State University, Pullman WA 99164-6420, (253) 445-4598 , Contact Us
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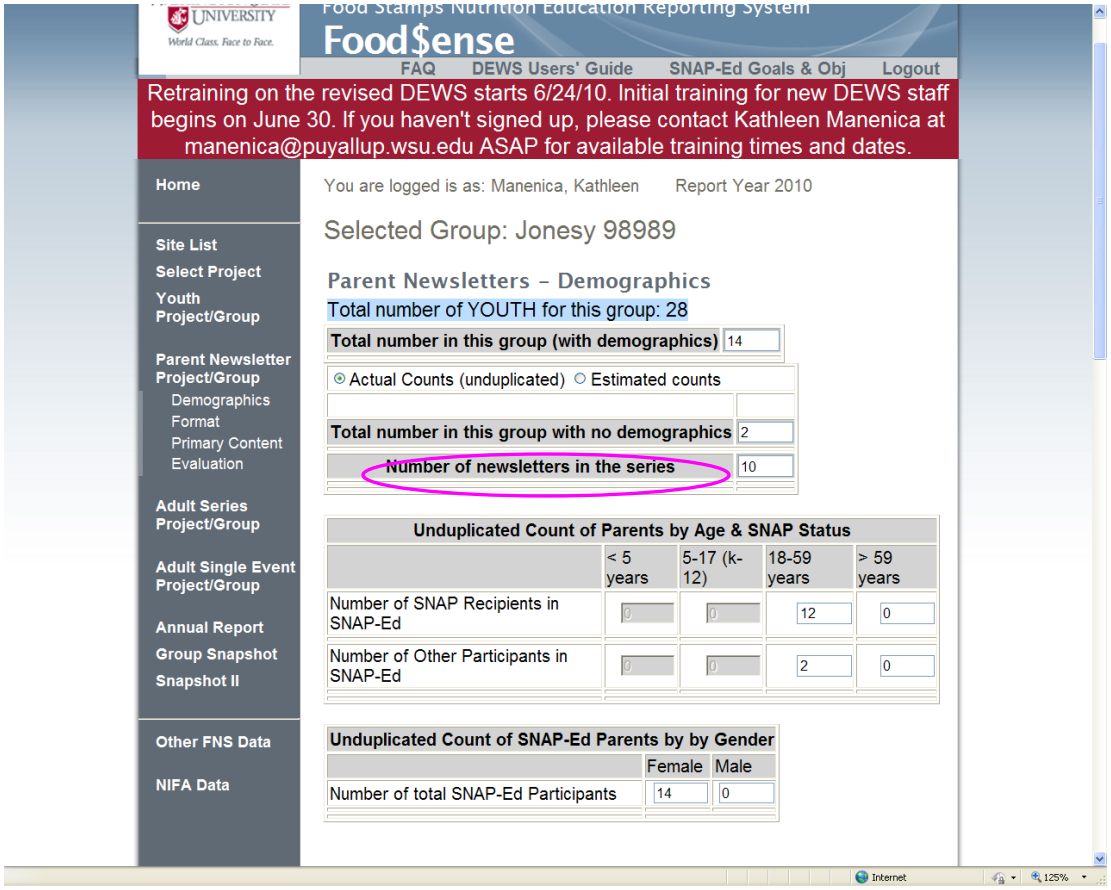
OR YOU CAN DO THE **NON-PREFERRED WAY:**

- **SELECT** Parent Newsletters *from the grey menu bar (red circle).*
  - *Enter a new group that should have the exact spelling and description is the associated youth group.*

  - ***NOTE:*** Delivery Site: All parent newsletters are read and acted upon from with demographic data. *The DEWS was reprogrammed to do this automatically.*
  - *All other "new group data (district, agency, grade, name of group, educator(s), start and end dates, zip) should align with the student classroom data that is associated with these newsletters.* ***SAVE.***
  - Edit group name to make sure "Other: Public School- Parents" is selected for delivery site.
  - **Select** detail (to enter actual data)

- **Demographic**
  - ***NOTE:*** The number of YOUTH in associated group is now carried forward.
    - Actual/estimated (qualify): Only those evaluations returned with completed demographic data can be entered as "actual" counts here. All others returned without demographic information should are considered 'estimated'. ***NOTE****: Place the number of parent evaluations returned without demographic data under "participants with no demographics".*


UNIVERSITY
World Class. Face to Face.
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
Retraining on the revised DEWS starts 6/24/10. Initial training for new DEWS staff begins on June 30. If you haven't signed up, please contact Kathleen Manenica at manenica@puyallup.wsu.edu ASAP for available training times and dates.
Home
Site List
Select Project
Youth Project/Group
Parent Newsletter Project/Group
Demographics
Format
Primary Content
Evaluation
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen Report Year 2010
Selected Group: Jonesy 98989
Parent Newsletters – Demographics
Total number of YOUTH for this group: 28
Total number in this group (with demographics) 14
Actual Counts (unduplicated) Estimated counts
Total number in this group with no demographics 2
Number of newsletters in the series 10
Unduplicated Count of Parents by Age & SNAP Status
< 5 years
5-17 (k-12)
18-59 years
> 59 years
Number of SNAP Recipients in SNAP-Ed
Number of Other Participants in SNAP-Ed
Unduplicated Count of SNAP-Ed Parents by by Gender
Female
Male
Number of total SNAP-Ed Participants

Then, complete the remaining information on ONLY those for whom demographic enrollment sheets were returned (number in first cell).

- **Age:** only adult age categories available to accept data
- **Gender: TIP: Note order for input is Female, Male**
- **Race/Ethnicity:** Make sure to enter both ethnicity/race for each individual from the demographic enrollment sheet. *NOTE*: Order of race-order on data collection form is now consistent with the screen.
- **SNAP Status**. The screen now has the status of food assistance programs listed on form, including food banks as an option. Enter summary data. If check boxes are left blank, indicates not using any of the listed food assistance programs.
- **Save & Next**

o **Format**

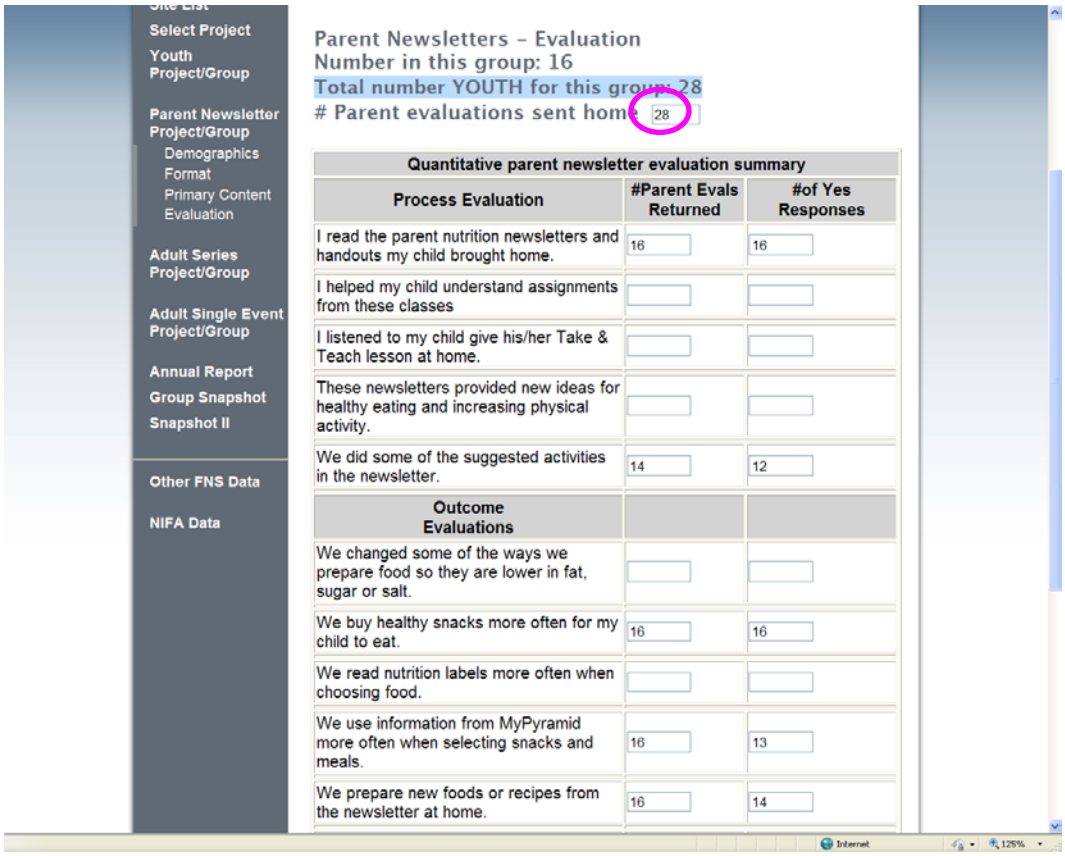
- Curricula used with youth is carried forward from youth when entering Parent Newsletter data through the Youth screen.
- Youth Curricula show "Y" before the title.
- Format (approach: number of lessons, time/lesson; multi-media)
- **TIP:** for "number delivered" = number of "series" which will be '1' unless more than one curriculum is used. For parent *newsletters the time is block. The program automatically inserts 20 minutes and 0 for the multimedia. TIP*: If data is entered into a row, all three cells must be filled with a number or will be notified of error. Use "0" where needed to complete row.
- **Save & Next**

- **Primary content:** Prioritized by CEOs (Yakima, 11/06)
  - Check all that apply; same as youth curriculum it accompanies.

  Save &Next
- **Evaluation:** *This is group summary data.*

  ☐ **NEW for 2010:** To save time, the number of youth in the group has been brought forward at the top of page. Rather than entering "number of letters sent home for each question asked, simply enter the number once at the top of the page (pink circle).

  NOTE: This change was based on a phone survey of 6 DEWS staff around the state who agreed unanimously that "*the number of letters sent home is the number of students who brought home newsletters to the adults in household was equal to the number of youth in the class." (May, 2010)*


Select Project
Youth Project/Group
Parent Newsletter Project/Group
Demographics
Format
Primary Content
Evaluation
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
Parent Newsletters – Evaluation
Number in this group: 16
Total number YOUTH for this group: 28
Parent evaluations sent hom
28
Quantitative parent newsletter evaluation summary
Process Evaluation
#Parent Evals Returned
#of Yes Responses
I read the parent nutrition newsletters and handouts my child brought home.
16
16
I helped my child understand assignments from these classes
I listened to my child give his/her Take & Teach lesson at home.
These newsletters provided new ideas for healthy eating and increasing physical activity.
We did some of the suggested activities in the newsletter.
14
12
Outcome Evaluations
We changed some of the ways we prepare food so they are lower in fat, sugar or salt.
We buy healthy snacks more often for my child to eat.
16
16
We read nutrition labels more often when choosing food.
We use information from MyPyramid more often when selecting snacks and meals.
16
13
We prepare new foods or recipes from the newsletter at home.
16
14

Number in this group: The total number of evaluation <u>received with</u> <u>and</u> <u>without</u> demographic data.

- *The number of "YES" responses is the number of yes responses for each question from all parent evaluations received.*
- <u>Do not enter contact information</u> of interested parents for attending classes in future.
- **Save & Next**

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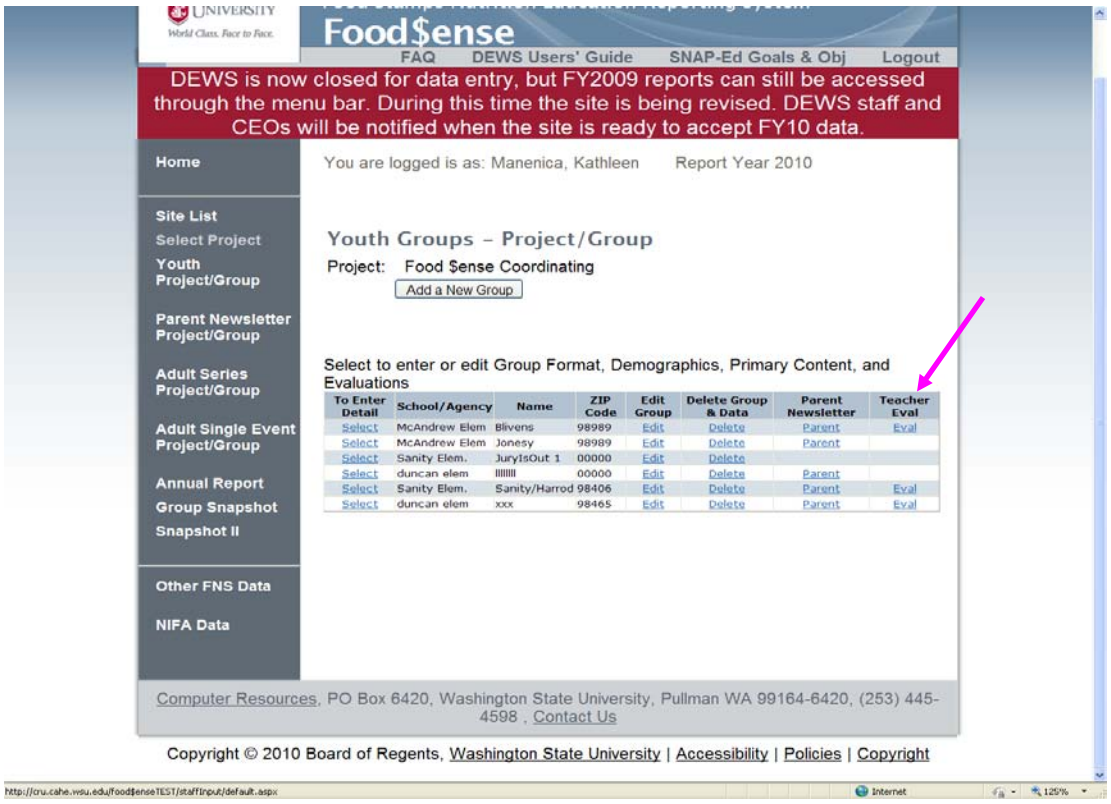
- **Teacher Observation Data (New for 2010)**
  - This data can only be entered through the youth group screen


Food$ense
FAQ
DEWS Users' Guide
SNAP-Ed Goals & Obj
Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Site List
Select Project
Youth Project/Group
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen
Report Year 2010
Youth Groups – Project/Group
Project: Food $ense Coordinating
Add a New Group
Select to enter or edit Group Format, Demographics, Primary Content, and Evaluations
To Enter Detail
School/Agency
Name
ZIP Code
Edit Group
Delete Group & Data
Parent Newsletter
Teacher Eval
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  - The data collection sheet is available with other DEWS forms at :
    - http://nutrition.wsu.edu/food$ense…and is currently "optional" data.
    - It is recommended that this form be used with Pre-school to Second grade classes or in other classes where paper and pencil skills are not adequate to do direct evaluation of children.
    - ***NOTE:*** Some projects are using this form in addition to youth evaluation in a group.

  - **SELECT** ""Eval" under Teacher Eval for the youth group you are entering the data for.
  - Using only the first table of data, ENTER assessment into the appropriate boxes for "observations" and "talking about"
  - Then add the optional teacher behavior change questions if completed.
    - ***NOTE****:* With this screen, only check the boxes that are responded to on the data collection form. All cells or rows do not need to be completed to leave this screen.
  - **SELECT** "Update" button to save.

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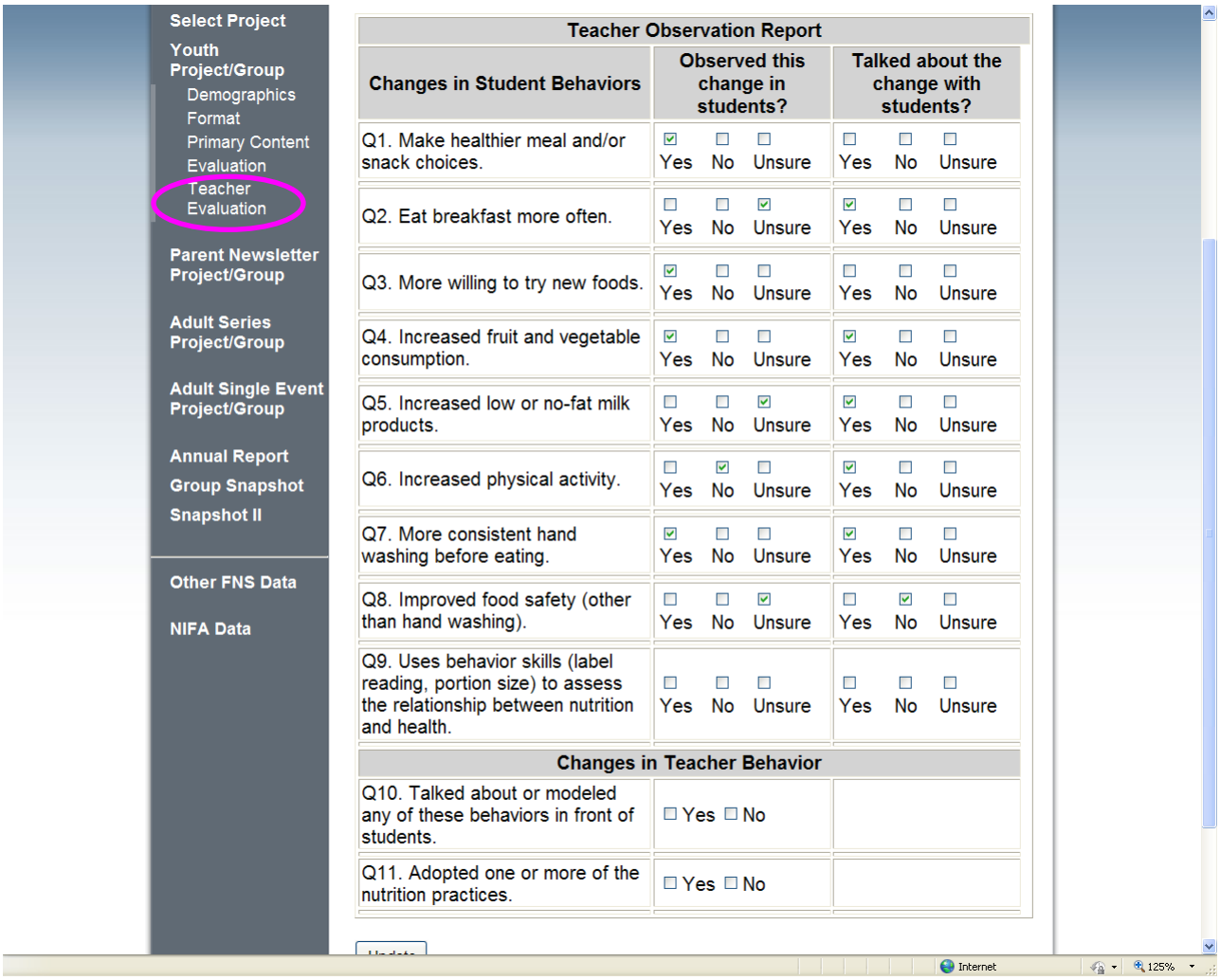
Select Project
Youth Project/Group
Demographics
Format
Primary Content
Evaluation
Teacher Evaluation
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
Teacher Observation Report
Changes in Student Behaviors
Observed this change in students?
Talked about the change with students?
Q1. Make healthier meal and/or snack choices.
Q2. Eat breakfast more often.
Q3. More willing to try new foods.
Q4. Increased fruit and vegetable consumption.
Q5. Increased low or no-fat milk products.
Q6. Increased physical activity.
Q7. More consistent hand washing before eating.
Q8. Improved food safety (other than hand washing).
Q9. Uses behavior skills (label reading, portion size) to assess the relationship between nutrition and health.
Yes No Unsure
Changes in Teacher Behavior
Q10. Talked about or modeled any of these behaviors in front of students.
Q11. Adopted one or more of the nutrition practices.
Yes No
Internet
125%

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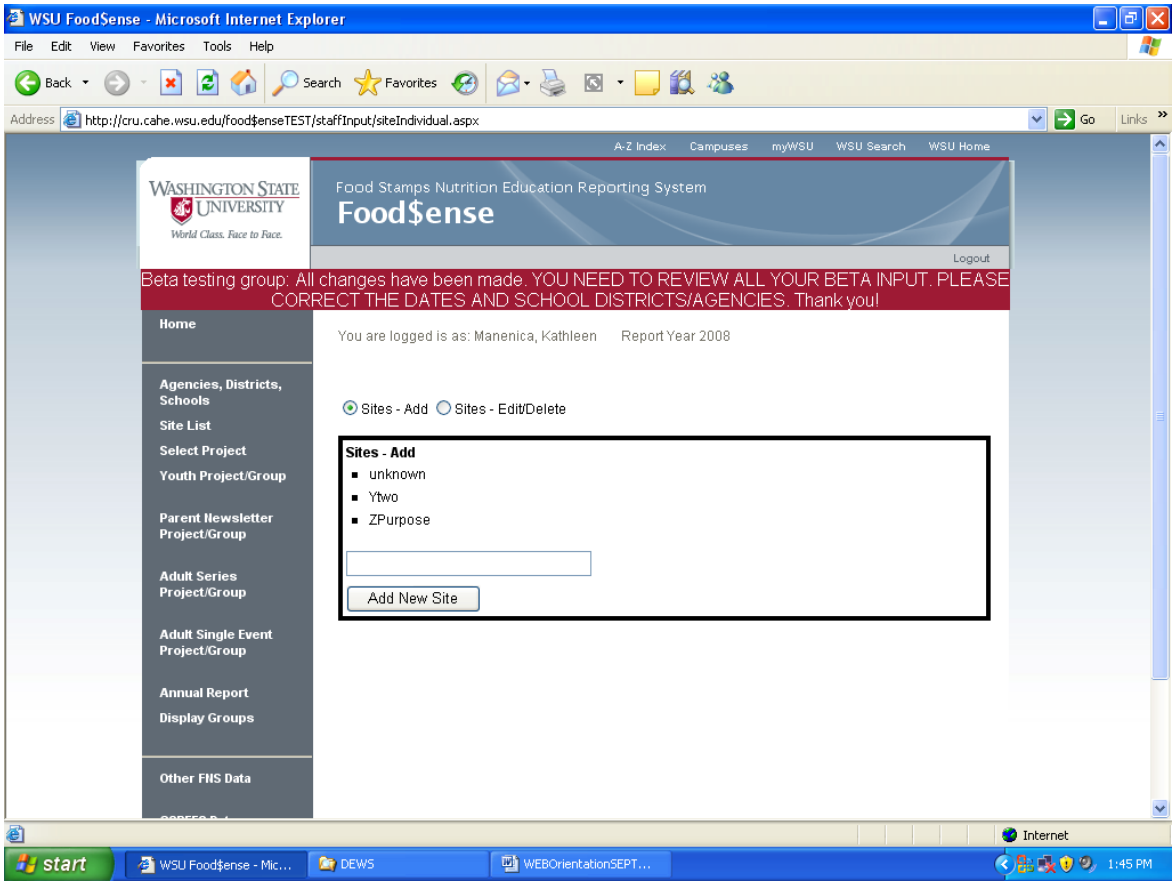
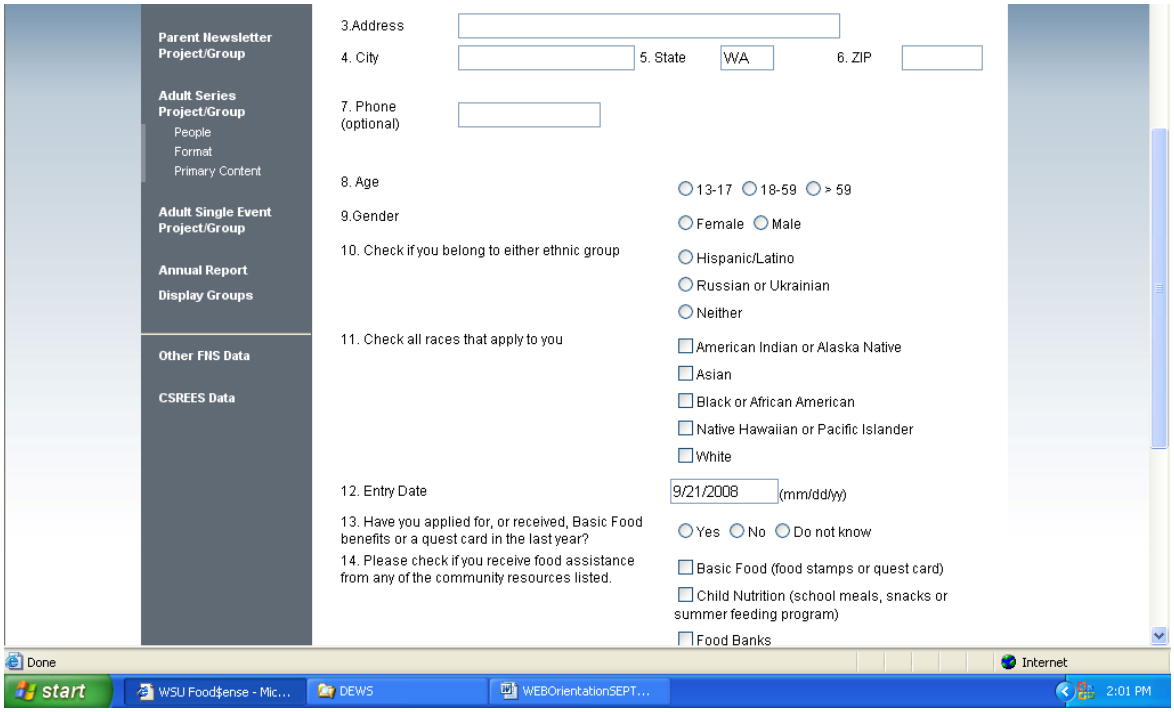
- **Adult Series**
  - **Select** *"Site list" on menu in left margin to pre-load agencies for Adult Series.*



  - *Add the new agency/site name in the box; then **Select** "Add New Site"*
    ***NOTE**: All sites previously entered will appear in alphabetical order above this box. Pay attention to spelling and review list for duplicates (misspelled entries).*
  - *Then return to Adult Series by choosing this option from the menu at the left side of the page.*
  - *Choose **EDIT** group to add group description: delivery site, name of group, educator(s), start and end dates, zip. **SAVE**.*

Select Project
Youth Project/Group
Parent Newsletter Project/Group
Adult Series Project/Group
People
Format
Primary Content
Adult Single Event Project/Group
Annual Report
Display Groups
Other FNS Data
CSREES Data
Project: Z Duncan County
Add a New Group
Select Agencies, Districts, Schools (left margin) to add new ones if they do not appear in this drop down box for Youth and Parent Newsletter groups. Select Site List (from left margin) to add new sites for Adult Series and Single Events if they do not appear in the drop down box.
Enter a new group
Type of Delivery Site Elderly Service Centers
Site Ytwo
If the site is not listed ou will need to add it before you can add a group
Name of group Friendly Senior Center/Fall
Educator(s) Fran Frisco
Begin Date (mm/dd/yyyy) 1/1/2008
End Date (mm/dd/yyyy) 2/2/2008
Zip code 98000
Update
Cancel
Select to enter or edit Group Format, Demographics, Primary Content, and Evaluations
To Enter Detail
School/Agency
Name
ZIP Code
Edit Group/Name
Delete Name/Group & Data
Select
Ytwo
Friendly Senior Center/Fall
98000
Edit
Delete
Done
Internet
start
WSU Food$ense - Mic...
DEWS
WEBOrientationSEPT...
1:56 PM

- **Select** detail (to enter actual data)
- Add individual



- **Demographic**
  - **Name, Address, City, State, Zip, Telephone**
  - **Age:** actual age
  - **Gender: TIP**: data collection form for 2008 has reverse order (m/f rather than f/m) be careful entering into correct cell.
  - **Ethnicity/Race**
  - **Entry date**
  - **Food Stamp (SNAP) status**
    - ***NOTE***: updated forms reflect time period as "the last three months" vs. "in the last year" for #13.
  - **Food Assistance Program participation NOTE**: Old questions 11-13 are replaced by the new #14. NOTE: If participants do not use any of the food assistance options listed, leaving all boxes blank indicates they do not participate in any of these food assistance programs.
  - **Save.**
  - *Then, using the menu in the left side margin, **Select** 'format' from the menu on the left of the screen.*

- **Format** (like previous format screens; graphic not shown here)
  - Curricula used
  - Adult Curricula show "A" before the title.
    NOTE: A new curriculum "F-Salsa, Sabor y Salud" is a Hispanic Family intervention only used by WSU Sub-contractor in 2010.
  - Format (approach: number of lessons, time/lesson; multi-media)
  - **TIP:** for "number delivered" = number of "series" which will be '1' unless more than one curriculum is used. **TIP**: If data is entered into a row, all three cells must be filled with a number or will be notified of error. Use "0" where needed to complete row.
  - **Save &Next**

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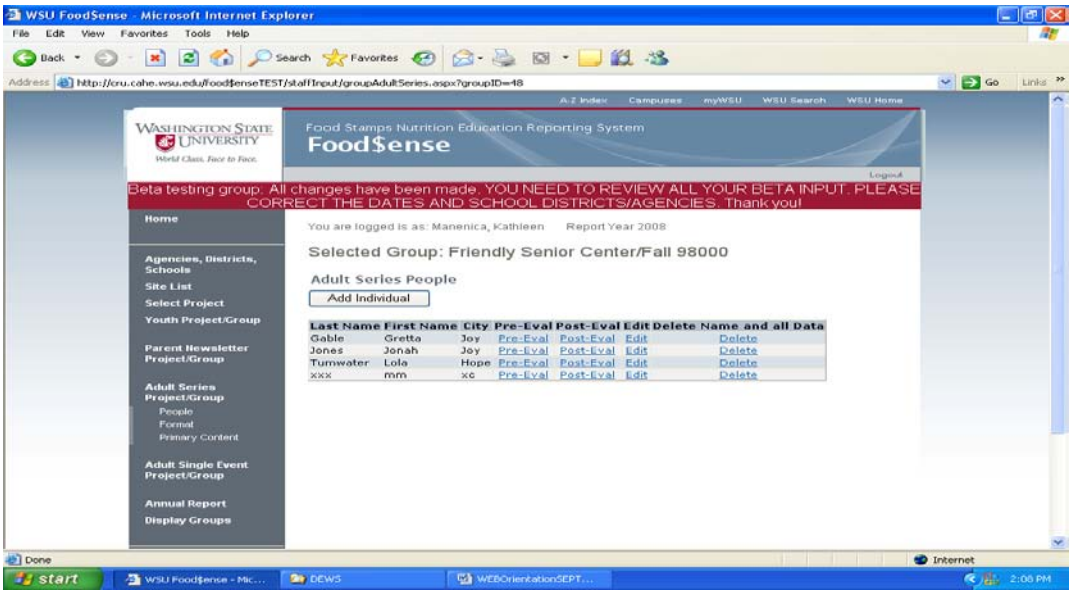
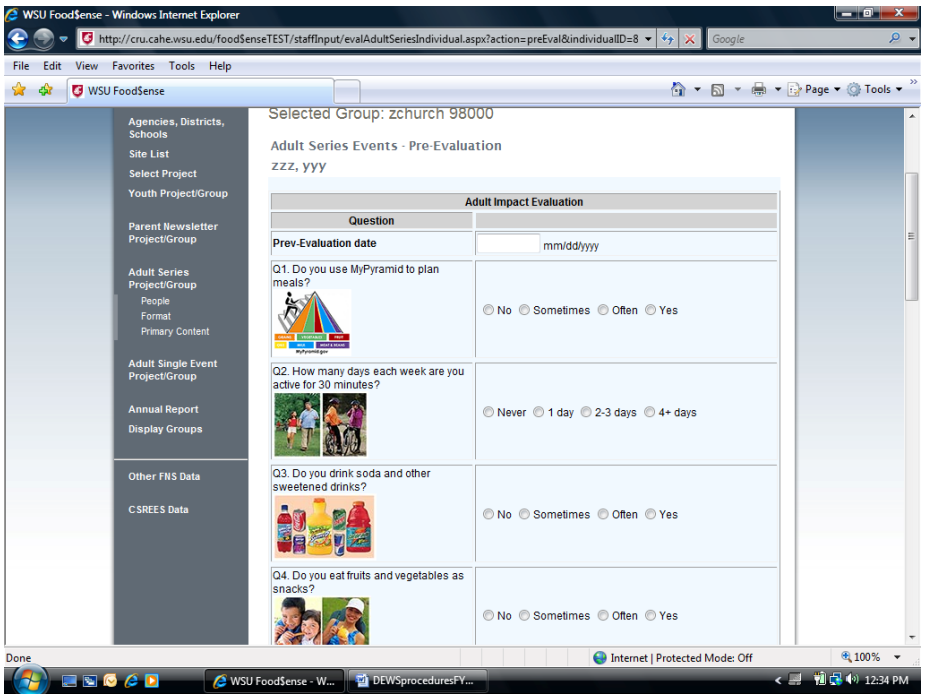
- **Primary content:** Prioritized by CEOs (Yakima, Nov. 2006)
- Check all that apply
- **Save & Update**

o This will put you back to the group list of individuals where you enter Pre and Post evaluation data.


WSU Food$ense - Microsoft Internet Explorer
Food Stamps Nutrition Education Reporting System
Food$ense
Beta testing group. All changes have been made. YOU NEED TO REVIEW ALL YOUR BETA INPUT. PLEASE CORRECT THE DATES AND SCHOOL DISTRICTS/AGENCIES. Thank you!
Selected Group: Friendly Senior Center/Fall 98000
Adult Series People
Add Individual

o **Select** the pre or post test of the individual.
o Evaluation (pre-post test screens accessed on "Adult Series People" screen).
- Pre Test Screen- light blue background
- Post Test screen: yellow background
- Questions 1-16 and response options same as Behavior Checklist bank.

NOTE: Graphic images from the eval tools have been added to the screens so questions are easier to identify.


WSU Food$ense - Windows Internet Explorer
Selected Group: zchurch 98000
Adult Series Events - Pre-Evaluation
zzz, yyy
Adult Impact Evaluation
Question
Prev-Evaluation date
Q1. Do you use MyPyramid to plan meals?
Q2. How many days each week are you active for 30 minutes?
Q3. Do you drink soda and other sweetened drinks?
Q4. Do you eat fruits and vegetables as snacks?

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- **Select** Save & Next

NOTE: This process is repeated for entering post tests for an individual.

- **Adult Single Events (SE)**
  - **Select** *"Site list" on menu in left margin to pre-load agencies for Adult Single Events.*
  - *Add the new agency/site name in the box; then* ***Select*** *"Add New Site"* ***NOTE****: All sites previously entered will appear in alphabetical order above this box. Pay attention to spelling and review list for duplicates (misspelled entries).*
  - *Then return to Adult Single Events by choosing this option from the menu at the left side of the page.*
  - *Choose EDIT group to add group description: delivery site, name of group, educator(s), start and end dates, zip.* ***SAVE.***
  - ***NOTE:*** *If Agency/Site is not listed in the drop down box (i.e. it is new in the system),* ***select*** *"Site List" in left margin to add new agency/site.*
  - **Edit** group name to enter type of delivery site, name of group, educators, start and end dates, zip **SAVE.**
  - This brings you back out to the Adult SE list, then click on "select" in the first column to enter actual data for each group.
  - **Demographic**
    - Total Number in this Group: This number represents total number of students in the class completing the enrollment form. It will be the reference point for other demographic items to add up to the correct number.
    - Actual Number of Lessons delivered: Adult single events are exactly that. The number of lessons will always be "1". *If more lessons are taught at this agency later, the data should be deleted from the "single events" and moved to "adult series", MAKE SURE not to count participants more than once.*
    - Age: only adult age categories available for data entry
    - Gender: ***NOTE***: Order is Female, Male.
    - Race/Ethnicity. TIP: The group enrollment form for 2009 allows individual collection of ethnic/racial status so the DEFAULT for Hispanic will be WHITE if unknown should not pertain to this group any more.
    - Save & Next
  - **Format**
    - Check curricula used
    - Adult Curricula show "A" before the title.
    - Format (approach: number of lessons, time/lesson; multi-media) **TIP:** for "number delivered" = number of "single events" which will be '1'.
    - **TIP**: If data is entered into a row, all three cells must be filled with a number or will be notified of error. Use "0" where needed to complete row.
    - **Save & Next**
  - **Primary content:** prioritized by CEOs (Yakima, 11/06)
    - Check all that apply
    - **Save & Next**
  - **Evaluation** (Retro pre-post test screen) *All pre/post tests are entered for individuals.* **NOTE:** Graphic images now accompany each question to assist with locating questions quickly.

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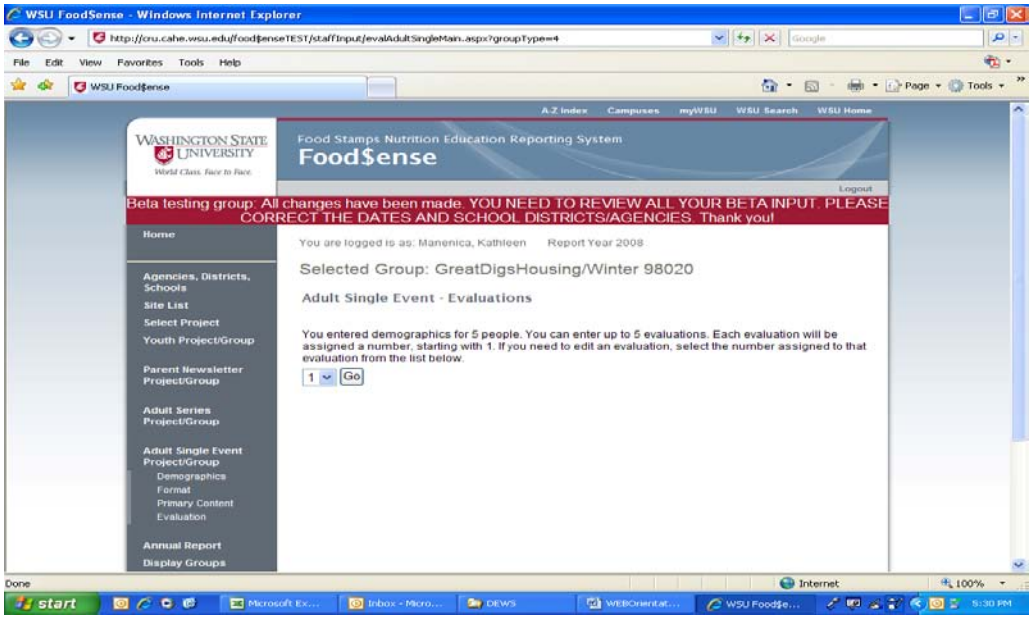
WSU FoodSense - Windows Internet Explorer
Food Stamps Nutrition Education Reporting System
Food$ense
Beta testing group: All changes have been made. YOU NEED TO REVIEW ALL YOUR BETA INPUT. PLEASE CORRECT THE DATES AND SCHOOL DISTRICTS/AGENCIES. Thank you!
Home
Agencies, Districts, Schools
Site List
Select Project
Youth Project/Group
Parent Newsletter Project/Group
Adult Series Project/Group
Adult Single Event Project/Group
Demographics
Format
Primary Content
Evaluation
Annual Report
Display Groups
Selected Group: GreatDigsHousing/Winter 98020
Adult Single Event - Evaluations
You entered demographics for 5 people. You can enter up to 5 evaluations. Each evaluation will be assigned a number, starting with 1. If you need to edit an evaluation, select the number assigned to that evaluation from the list below.
Go

- The screen allows data to be entered for as many pre/post tests as individuals in this group.
- Have option of completing the number of retro pre/post screens as the total number of individuals in the group.
- Each retro pre/post will be numbered by default, starting with 1.
- **NOTE:** will need to add admin box on client test form where this number can be entered on form before entering data.
- *BEFORE* (pre)Test Screen row- blue background
- *AFTER* (post)Test screen row: yellow background
- Questions 1-16 and response options same as Behavior Checklist bank.
- For any single event, choose 1-3 questions to evaluate. ***TIP:*** *Nine 3-question evaluations by subject matter are available from Food $ense Coordinating office.*
- **Save & Next**

- **Annual Report :**

  Data Entry Overview : use to scan groups for missing data

  Full: shows all data as entered by group.

  NOTE: Default set for current year. Use drop down box to select year.

A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
LocalStaff Data Input
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen
Staff Data – Annual Report
Select a reporting year 2010
Date entry overview
Full Report
Submit
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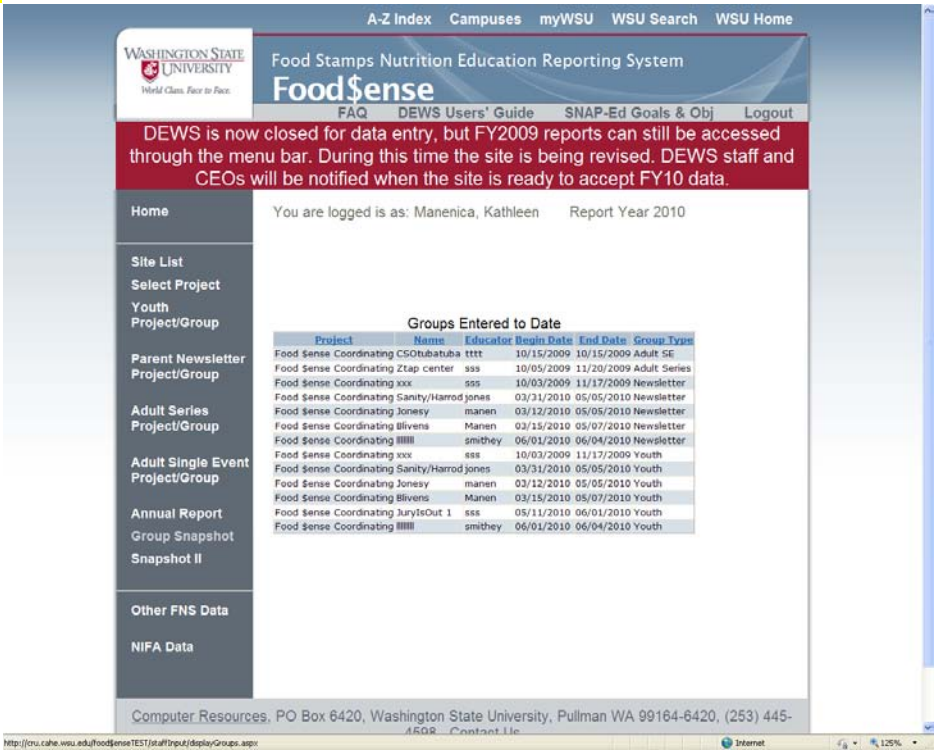
☐

Group Snapshot. NEW for 2010. This report provides another view of all group data entered to date. Sort-by-column feature to assist with identifying specific groups entered.


A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
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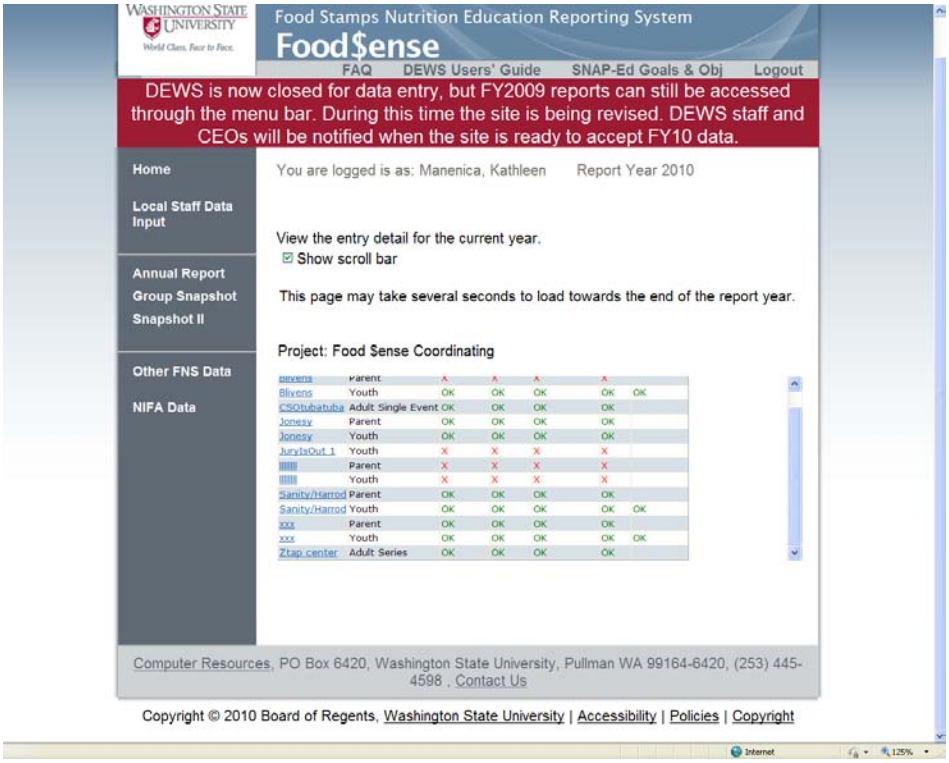
Adult Single Event Project/Group
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen Report Year 2010
Groups Entered to Date
Project Name Educator Begin Date End Date Group Type
Food $ense Coordinating CSOtubatuba tttt 10/15/2009 10/15/2009 Adult SE
Food $ense Coordinating Ztap center sss 10/05/2009 11/20/2009 Adult Series
Food $ense Coordinating xxx sss 10/03/2009 11/17/2009 Newsletter
Food $ense Coordinating Sanity/Harrod jones 03/31/2010 05/05/2010 Newsletter
Food $ense Coordinating Jonesy manen 03/12/2010 05/05/2010 Newsletter
Food $ense Coordinating Blivens Manen 03/15/2010 05/07/2010 Newsletter
Food $ense Coordinating IIIIII smithey 06/01/2010 06/04/2010 Newsletter
Food $ense Coordinating xxx sss 10/03/2009 11/17/2009 Youth
Food $ense Coordinating Sanity/Harrod jones 03/31/2010 05/05/2010 Youth
Food $ense Coordinating Jonesy manen 03/12/2010 05/05/2010 Youth
Food $ense Coordinating Blivens Manen 03/15/2010 05/07/2010 Youth
Food $ense Coordinating JuryIsOut 1 sss 05/11/2010 06/01/2010 Youth
Food $ense Coordinating IIIIII smithey 06/01/2010 06/04/2010 Youth
Computer Resources, PO Box 6420, Washington State University, Pullman WA 99164-6420, (253) 445-

Snapshot II: NEW for 2010. Provides another view in table format of categories of data entered for each target group.


Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
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Home
Local Staff Data Input
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
You are logged is as: Manenica, Kathleen Report Year 2010
View the entry detail for the current year.
Show scroll bar
This page may take several seconds to load towards the end of the report year.
Project: Food $ense Coordinating
Computer Resources, PO Box 6420, Washington State University, Pullman WA 99164-6420, (253) 445-4598 . Contact Us
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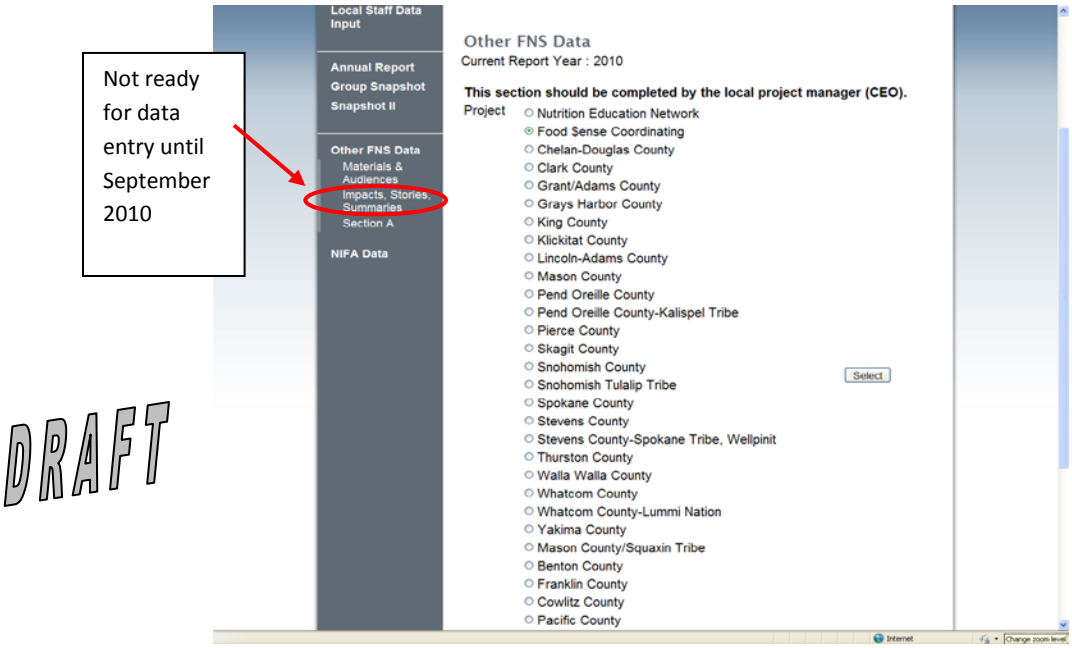
Other FNS DATA

This section is completed at the end of the year by project leader or CEO. It summarizes all "Indirect" education, success stories, efforts to recruit parents and secondary audiences; and **new for 2010**, Section A of the annual report is now part of DEWS. The report format for Impacts, Stories and Summaries is still under revision as of June 2010. It will be ready for data input in September. All DEWS staff and CEOs will be notified when it is available for data entry.



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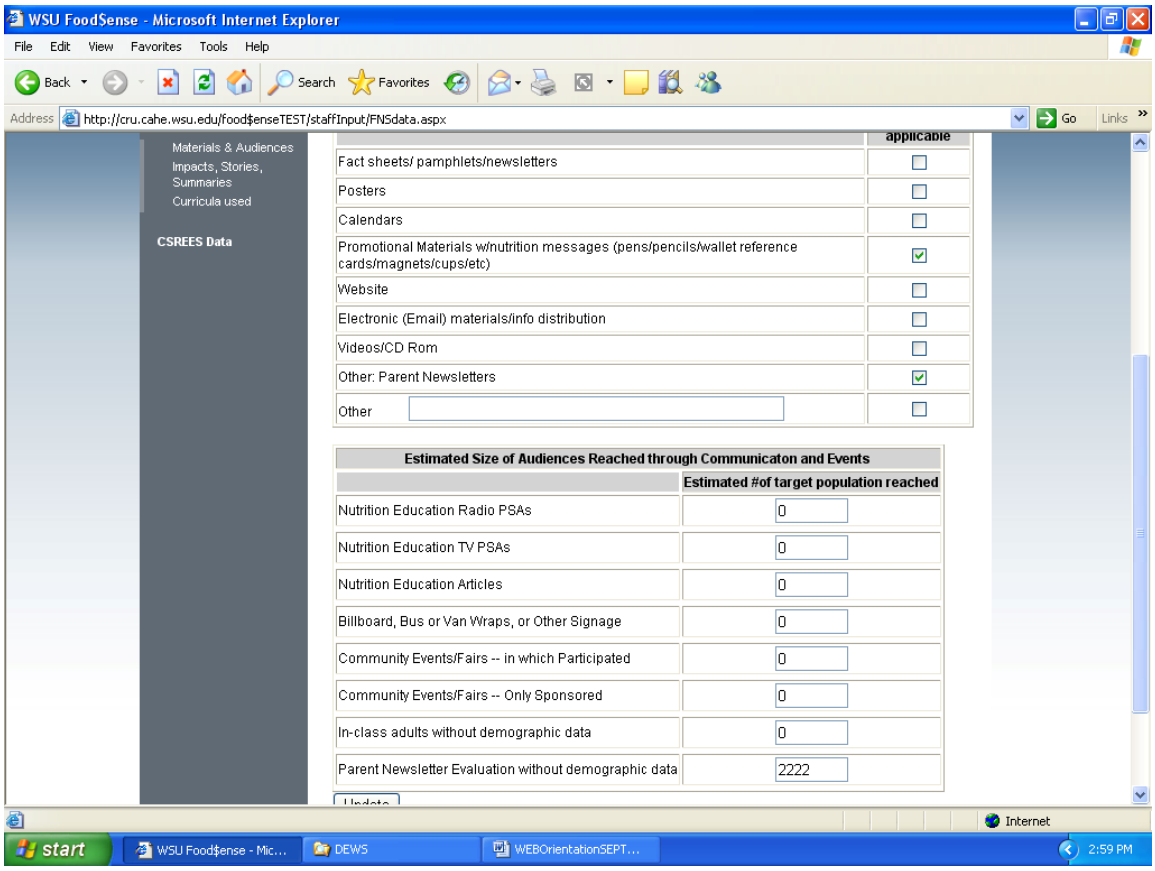
- **Materials & Audiences**



  - For audiences, all mass media and community events where completed individual demographics are not available get reported here. All groups entered under Local Staff Data Input (LSDI) section that with 'no demographic' are 'forwarded' here via the programming (see last two rows in above screen where DEWS staff cannot enter data but numbers are in those cells.) Parent newsletters distributed are not counted here, but simply entered as a check in the materials box in the row "Other: Parent newsletters. If you wish to report total number of parent newsletters distributed, acknowledge it under "efforts to recruit parents".

- **Impacts, Stories, Summaries**
  - This section is being revised summer, 2010. DO NOT enter anything in this section for 2010 until you are notified.
  - A character/space counter has been added to allow entry person to know how many characters are available.

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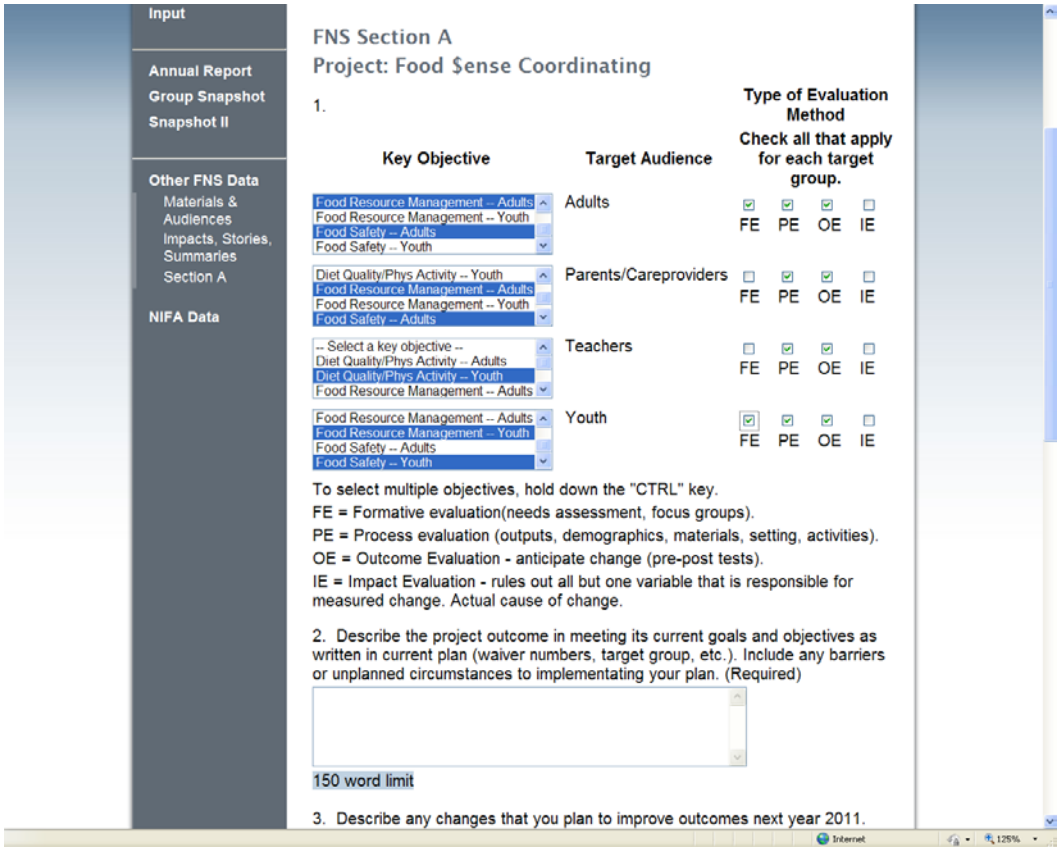
- **Section A: NEW for 2010**
  - This report is completed by the Local Managers (CEOs). Until 2010, this format was completed electronically by Word document.
  - **1. Identify Key Objectives and Evaluation Methods**. For each target group:
    - Select relevant objectives used. To select multiple objectives, hold down the "Control (CTRL) key on your keyboard, then select all that apply to target group.
    - Select the type of evaluation method(s) used on that target group. The codes are defined under the table. The definitions are rephrased from FNS Guidance definitions.

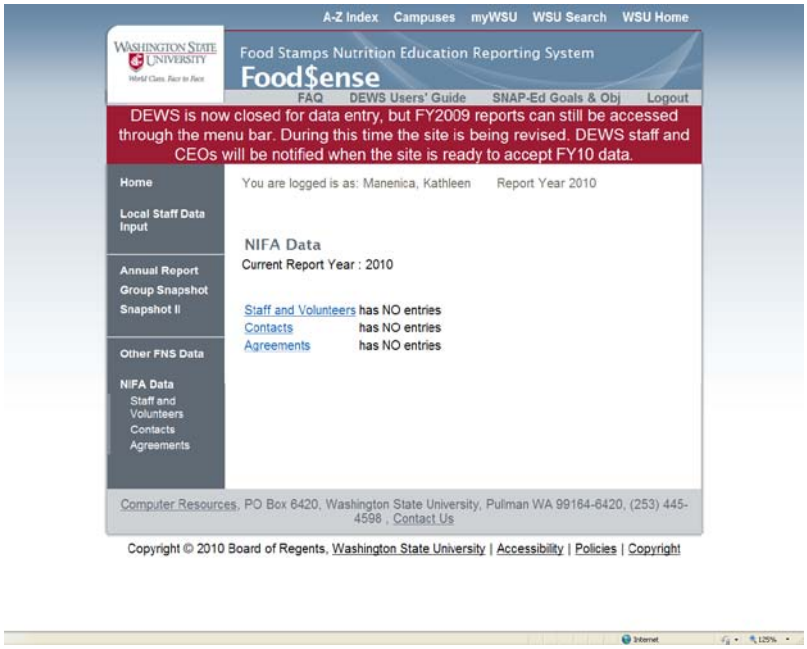

Input
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
Materials & Audiences
Impacts, Stories, Summaries
Section A
NIFA Data
FNS Section A
Project: Food $ense Coordinating
1.
Key Objective
Target Audience
Type of Evaluation Method
Check all that apply for each target group.
Food Resource Management -- Adults
Food Resource Management -- Youth
Food Safety -- Adults
Food Safety -- Youth
Adults
FE PE OE IE
Diet Quality/Phys Activity -- Youth
Food Resource Management -- Adults
Food Resource Management -- Youth
Food Safety -- Adults
Parents/Careproviders
FE PE OE IE
-- Select a key objective --
Diet Quality/Phys Activity -- Adults
Diet Quality/Phys Activity -- Youth
Food Resource Management -- Adults
Teachers
FE PE OE IE
Food Resource Management -- Adults
Food Resource Management -- Youth
Food Safety -- Adults
Food Safety -- Youth
Youth
FE PE OE IE
To select multiple objectives, hold down the "CTRL" key.
FE = Formative evaluation(needs assessment, focus groups).
PE = Process evaluation (outputs, demographics, materials, setting, activities).
OE = Outcome Evaluation - anticipate change (pre-post tests).
IE = Impact Evaluation - rules out all but one variable that is responsible for measured change. Actual cause of change.
2. Describe the project outcome in meeting its current goals and objectives as written in current plan (waiver numbers, target group, etc.). Include any barriers or unplanned circumstances to implementating your plan. (Required)
150 word limit
3. Describe any changes that you plan to improve outcomes next year 2011.

  - **2. Progress Assessment.** To report on progress, project managers need to use the final Waiver for their local project that was submitted for the year (https://sharepoint.cahnrs.wsu.edu/food$ense/Guiding%20Documents/Forms/AllItems.aspx?RootFolder=%2ffood%24ense%2fGuiding%20Documents%2fSNAP%2dEd%2f2010%20WSU%20SNAP%2dEd%20Plan&FolderCTID=0x012000A1FF9784970D824C96D722A583319192&View=%7b38CA7E09%2dAF09%2d4D5D%2d9B8A%2dE7665000623C%7d); and read through the Plan objectives (these are found as a pdf on the DEWS home page in the thin grey menu bar above the red marquee).
  - **3. Plan for Improvement**. Project managers state how they will improve success in the future.
  - **4. Staff /Partner Trainings**. Project managers should list all local, regional trainings conducted. For each event, list day, time, number of staff or partners trained, and the training topics.
  - **5. Conference presentations and/or journal publications.** Project Manager should list all that are relevant to SNAP-Ed time and effort.

- **6. Partnership activities**. Project Managers list any significant activities with partners
- **7. Case studies.** These will be addressed in narrative section under revision.
- **8. Awards.** Project managers list all awards related SNAP-Ed time and effort.

NIFA DATA

- In addition to what we normally report, the National Institute of Food & Agriculture (NIFA), formerly called CSREES, has asked intermittently for additional information contained here. Most of this section is not completed annually; rather, only when requested, with exception to the Volunteer Report that is new for 2010. If a full NIFA Report is due, the Food $ense state office will notify CEOs and either the Project Managers or the State office will complete the information, depending on the year.


A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Local Staff Data Input
Annual Report
Group Snapshot
Snapshot II
Other FNS Data
NIFA Data
Staff and Volunteers
Contacts
Agreements
You are logged is as: Manenica, Kathleen Report Year 2010
NIFA Data
Current Report Year : 2010
Staff and Volunteers has NO entries
Contacts has NO entries
Agreements has NO entries
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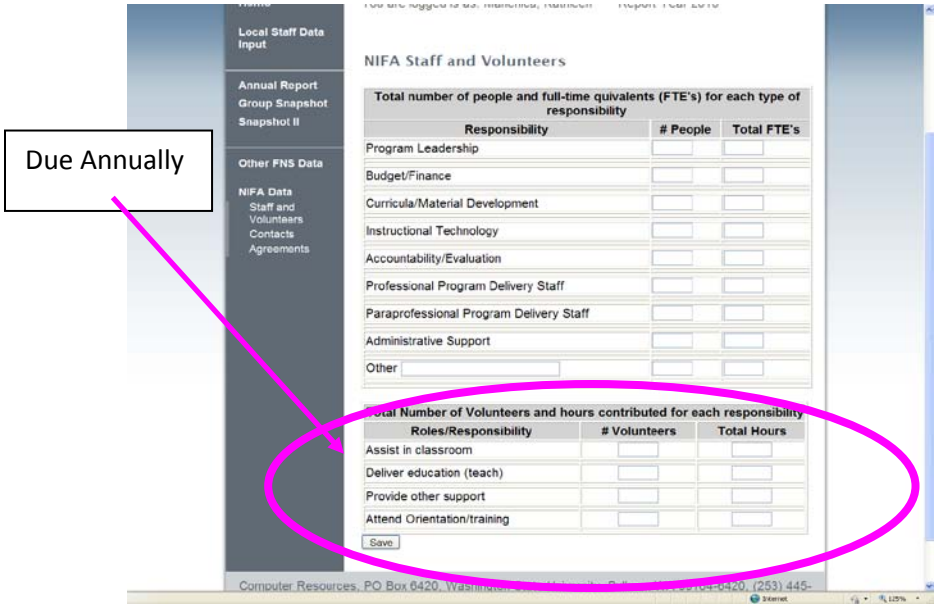
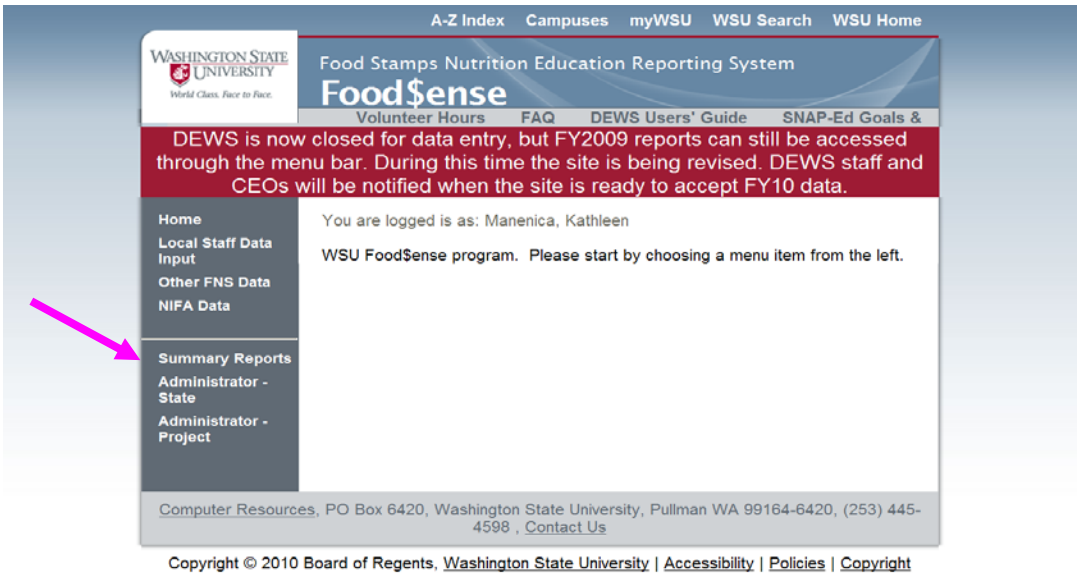
- Due annually (for WSU). Needs to include a summary of ALL volunteers used locally, including all WSU and non-WSU volunteers.



5. Summary Reports


A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
Volunteer Hours FAQ DEWS Users' Guide SNAP-Ed Goals &
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Local Staff Data Input
Other FNS Data
NIFA Data
Summary Reports
Administrator - State
Administrator - Project
You are logged is as: Manenica, Kathleen
WSU Food$ense program. Please start by choosing a menu item from the left.
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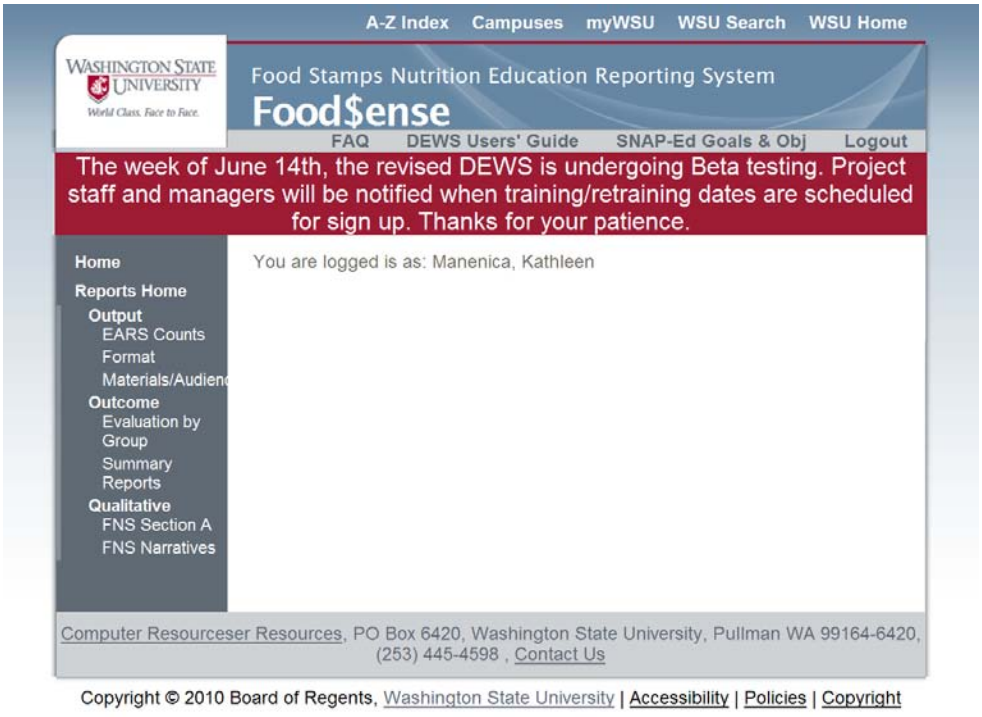
From this menu, reports can be selected by year and project. A Toggle button will allow the user to customize groupings of projects for the report. For example, the Southwest WA project includes 3 counties; by selecting the toggle button, Clark, Cowlitz and Pacific counties' data can be accessed into one report.

- **Report Types:**


A-Z Index Campuses myWSU WSU Search WSU Home
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ DEWS Users' Guide SNAP-Ed Goals & Obj Logout
The week of June 14th, the revised DEWS is undergoing Beta testing. Project staff and managers will be notified when training/retraining dates are scheduled for sign up. Thanks for your patience.
Home
Reports Home
Output
EARS Counts
Format
Materials/Audien
Outcome
Evaluation by Group
Summary Reports
Qualitative
FNS Section A
FNS Narratives
You are logged is as: Manenica, Kathleen
Computer Resourceser Resources, PO Box 6420, Washington State University, Pullman WA 99164-6420, (253) 445-4598 , Contact Us
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a

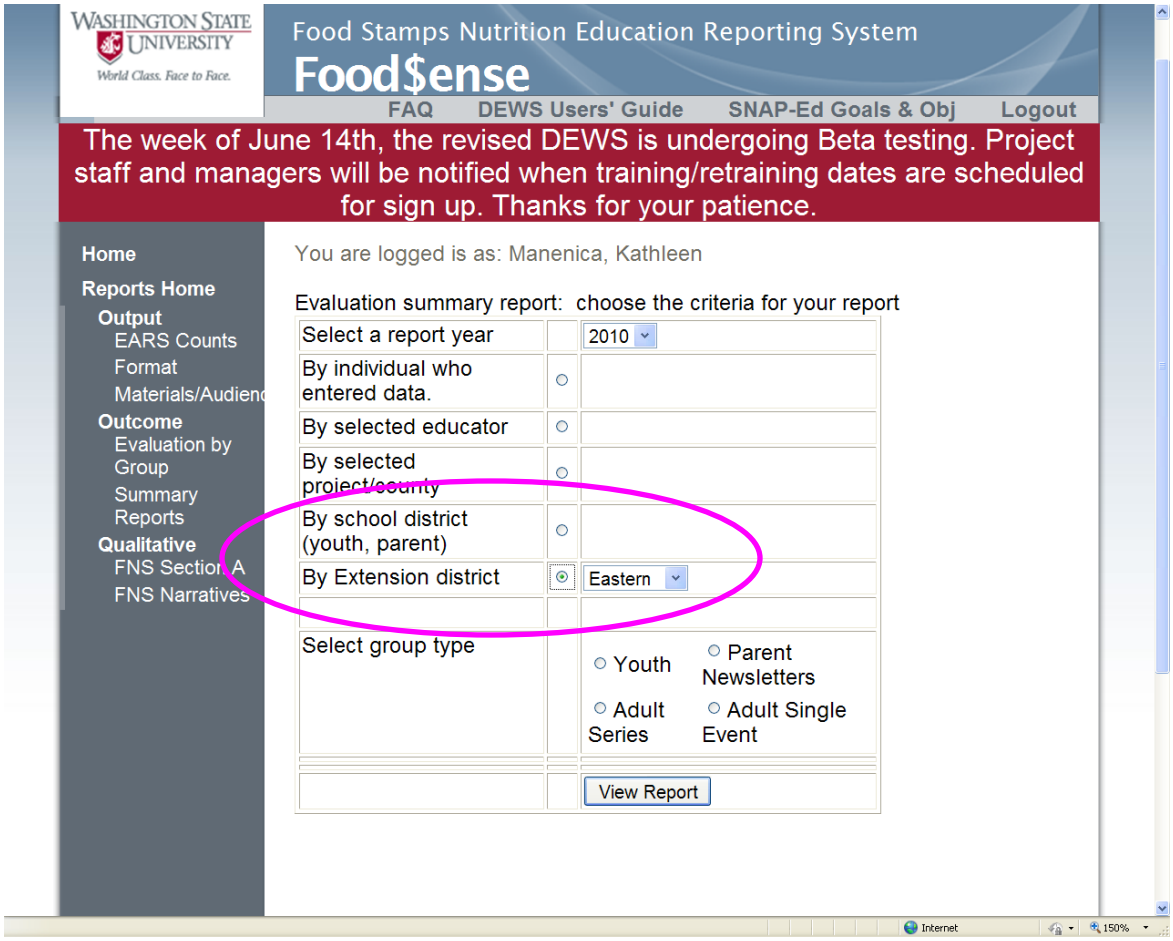
FNS Narratives. Summarizes text entries by project(s).

NOTE: This section is under revision (Summer, 2010)

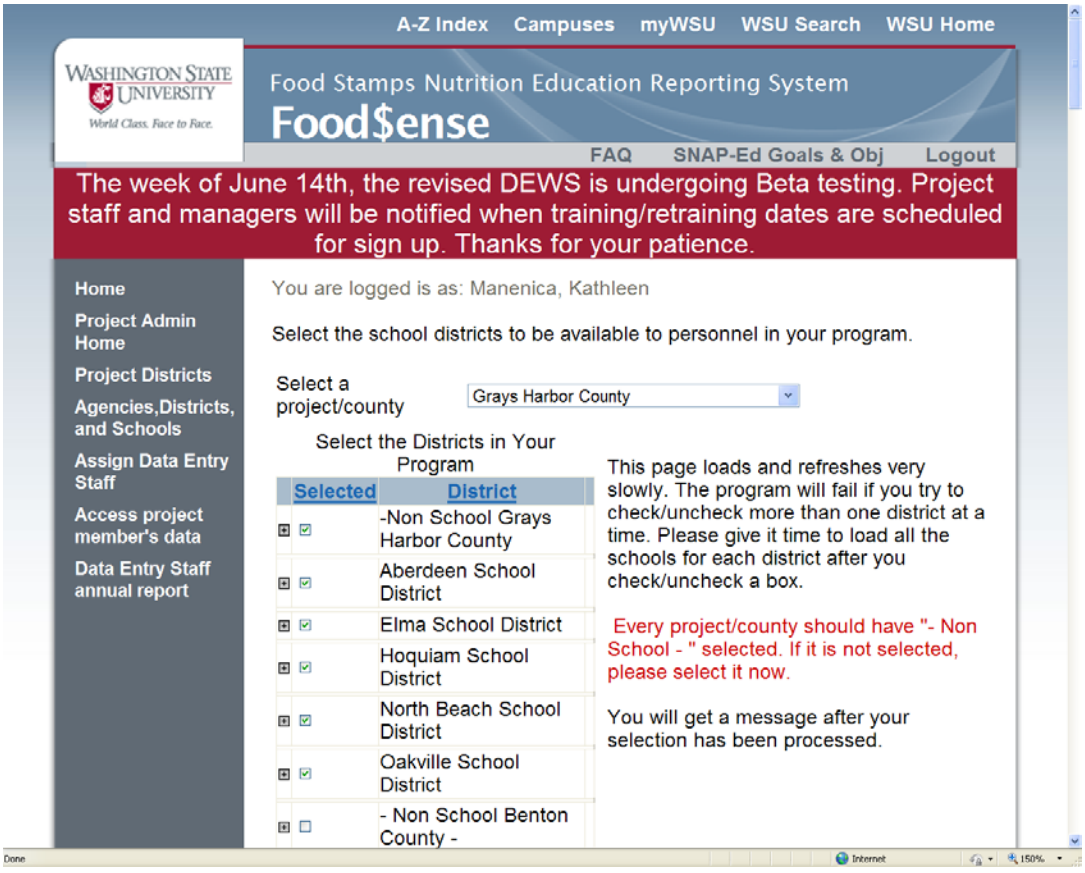
- **Summary Report Selection Criteria**

NEW for 2010: Two additional selection criteria were added to the customizing screen.

- **Select** by School District. This will allow you to pull data by school districts for local customizing.
- **Select** by Extension District. Options are by Eastern, Southern and Western districts. All WSU SNAP-Ed projects will be associated with one of these options. (e-mail, LKFox, June 2010)



6. **Administrator – Project**
   - **Assign Data Entry Staff**
   - **Data Entry Staff Annual Report**
   - **Project Districts: New for 2010.** To check School Districts associated with a local project, **SELECT** specific project.
     - In the three-column table, all state school districts entered into DEWS are listed. Those with an "X" in box are those associated with data entry for project selected.
       - To pull the selected project districts to the top, select "district" at the top of the column. If they districts aren't there, repeat.
     - **SELECT** the little box on the far left of the checked box to see a list of schools entered for the selected district. A list of schools for that district will pop-up.


A-Z Index
Campuses
myWSU
WSU Search
WSU Home
Washington State University
World Class. Face to Face.
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ
SNAP-Ed Goals & Obj
Logout
The week of June 14th, the revised DEWS is undergoing Beta testing. Project staff and managers will be notified when training/retraining dates are scheduled for sign up. Thanks for your patience.
Home
Project Admin Home
Project Districts
Agencies,Districts, and Schools
Assign Data Entry Staff
Access project member's data
Data Entry Staff annual report
You are logged is as: Manenica, Kathleen
Select the school districts to be available to personnel in your program.
Select a project/county
Grays Harbor County
Select the Districts in Your Program
Selected
District
-Non School Grays Harbor County
Aberdeen School District
Elma School District
Hoquiam School District
North Beach School District
Oakville School District
- Non School Benton County -
This page loads and refreshes very slowly. The program will fail if you try to check/uncheck more than one district at a time. Please give it time to load all the schools for each district after you check/uncheck a box.
Every project/county should have "- Non School - " selected. If it is not selected, please select it now.
You will get a message after your selection has been processed.

- **Agencies, Districts, and Schools**
  - Project coordinators are authorized to add districts, schools, and agencies to the system at this screen.
    - **Select** Add/Delete buttons as needed to update district and school lists.

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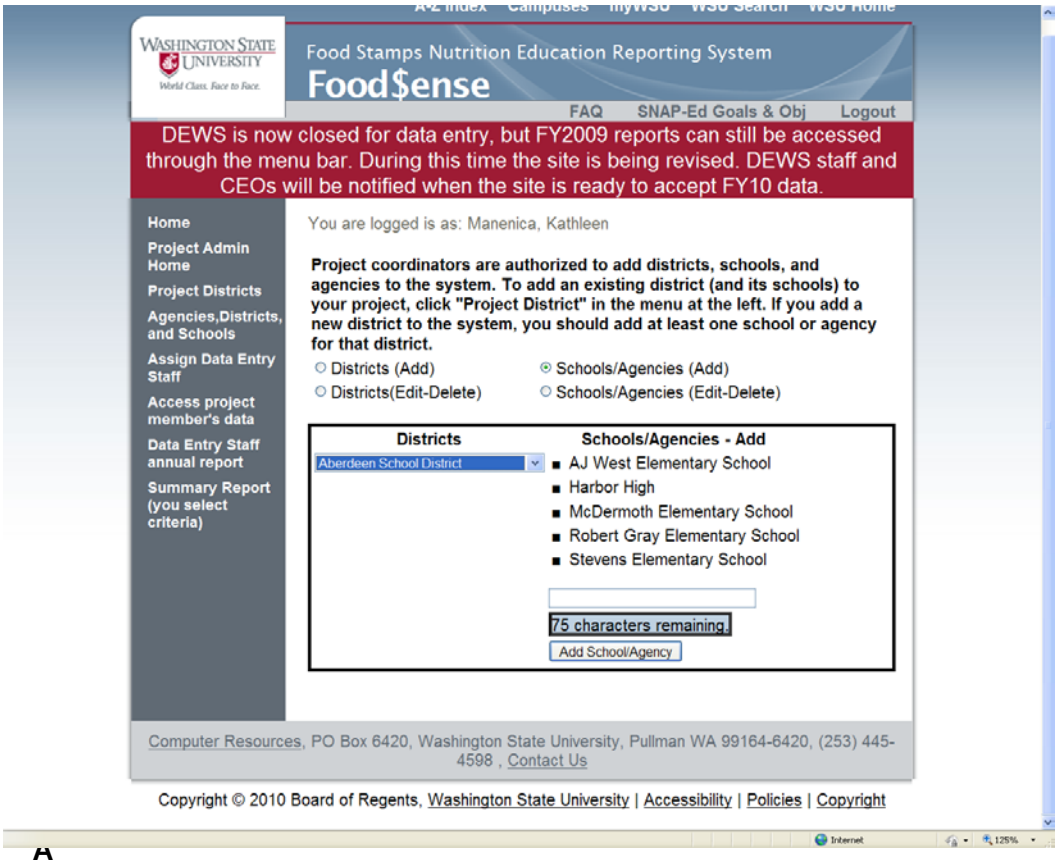
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ SNAP-Ed Goals & Obj Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Project Admin Home
Project Districts
Agencies,Districts, and Schools
Assign Data Entry Staff
Access project member's data
Data Entry Staff annual report
Summary Report (you select criteria)
You are logged is as: Manenica, Kathleen
Project coordinators are authorized to add districts, schools, and agencies to the system. To add an existing district (and its schools) to your project, click "Project District" in the menu at the left. If you add a new district to the system, you should add at least one school or agency for that district.
Districts (Add)
Districts(Edit-Delete)
Schools/Agencies (Add)
Schools/Agencies (Edit-Delete)
Districts
Schools/Agencies - Add
Aberdeen School District
AJ West Elementary School
Harbor High
McDermoth Elementary School
Robert Gray Elementary School
Stevens Elementary School
75 characters remaining.
Add School/Agency
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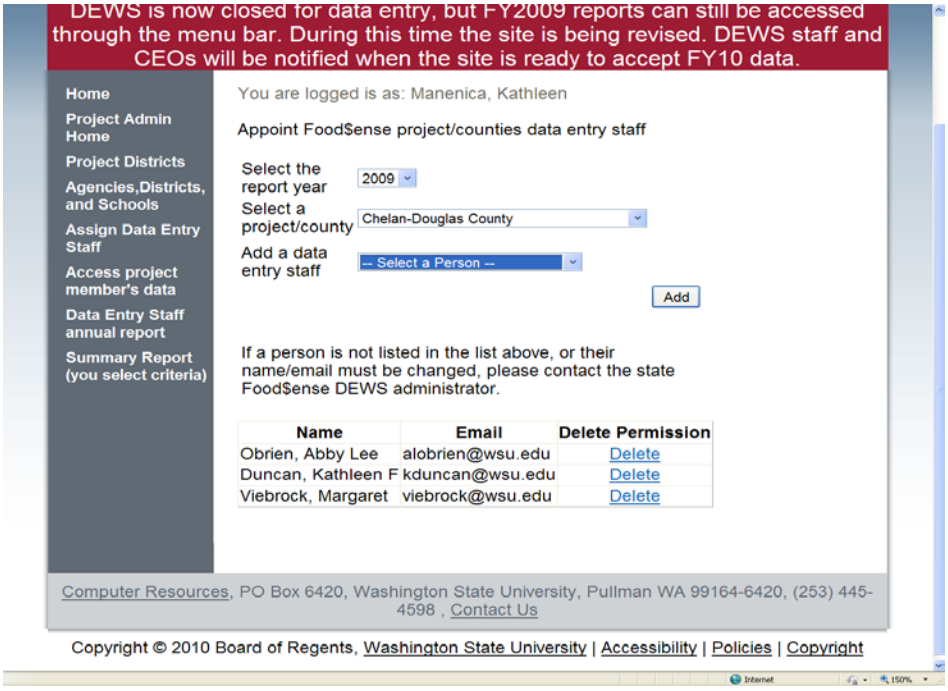
- **A**

Assign Data Entry Staff

  - Project managers can add/delete DEWS staff once the state Administrator has added new individuals to the system


DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Project Admin Home
Project Districts
Agencies,Districts, and Schools
Assign Data Entry Staff
Access project member's data
Data Entry Staff annual report
Summary Report (you select criteria)
You are logged is as: Manenica, Kathleen
Appoint Food$ense project/counties data entry staff
Select the report year
2009
Select a project/county
Chelan-Douglas County
Add a data entry staff
-- Select a Person --
Add
If a person is not listed in the list above, or their name/email must be changed, please contact the state Food$ense DEWS administrator.
Name
Email
Delete Permission
Obrien, Abby Lee
alobrien@wsu.edu
Delete
Duncan, Kathleen F
kduncan@wsu.edu
Delete
Viebrock, Margaret
viebrock@wsu.edu
Delete
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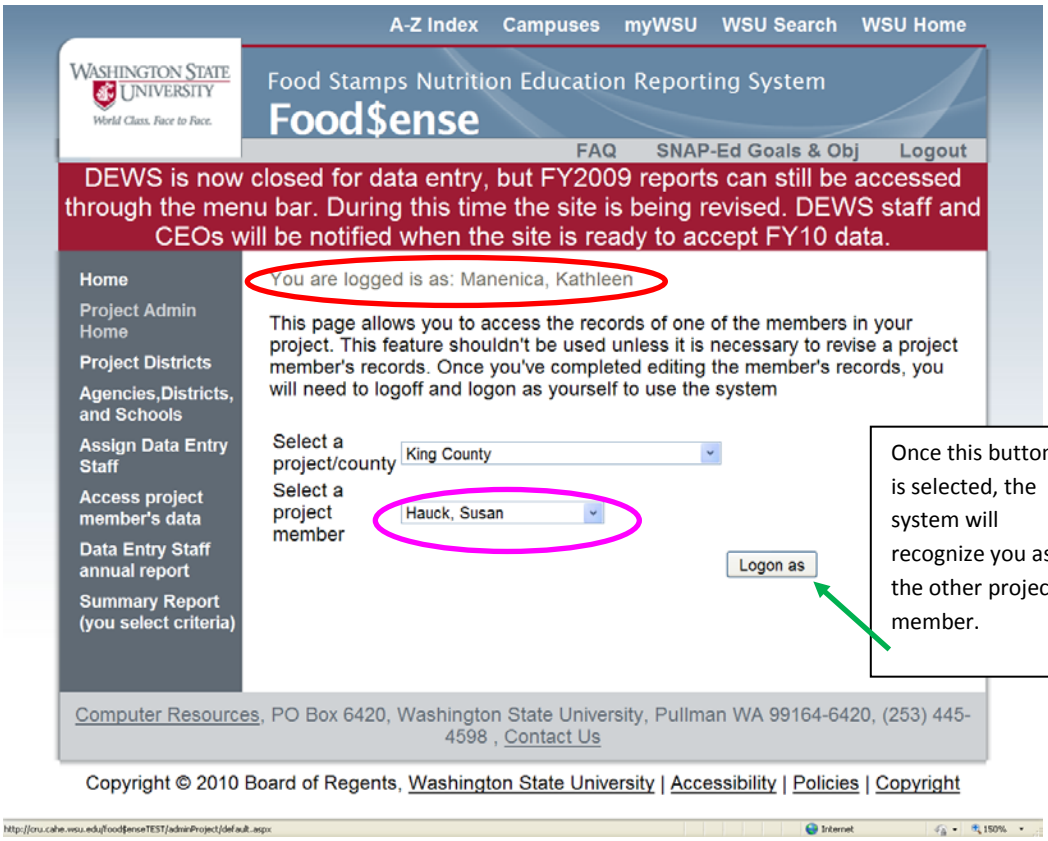
- **Access to Project Member's Data (NEW for 2010)**
  - In response to local project managers' request to review individual data to check for source of errors, this screen was created. Once a project and person is selected, **SELECT** the "logon" button.
    - This will identify you as the person whose data you want to review.
    - For the system to recognize you as the project manager, you will need to **logout** of the system; and **logon** again with your name and password.


A-Z Index Campuses myWSU WSU Search WSU Home
Washington State University
World Class. Face to Face.
Food Stamps Nutrition Education Reporting System
Food$ense
FAQ SNAP-Ed Goals & Obj Logout
DEWS is now closed for data entry, but FY2009 reports can still be accessed through the menu bar. During this time the site is being revised. DEWS staff and CEOs will be notified when the site is ready to accept FY10 data.
Home
Project Admin Home
Project Districts
Agencies,Districts, and Schools
Assign Data Entry Staff
Access project member's data
Data Entry Staff annual report
Summary Report (you select criteria)
You are logged is as: Manenica, Kathleen
This page allows you to access the records of one of the members in your project. This feature shouldn't be used unless it is necessary to revise a project member's records. Once you've completed editing the member's records, you will need to logoff and logon as yourself to use the system
Select a project/county
King County
Select a project member
Hauck, Susan
Logon as
Once this button is selected, the system will recognize you as the other project member.
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- **Data Entry Staff annual report**
  - This selection will give you all data by group that was entered for the year by the DEWS staff.

7. Frequent DEWS Error Input for 2008: Suggestions for correction

- Add new group. Please make sure that all words are spelled correctly to reduce duplicate groups. Remember, if a classroom group receives more than one curriculum or series, you simply open the already-established group and increase the number of lessons, check additional curricula, format, and primary content if appropriate.
- Review dates for each group. Many 'default' dates were found (whole 12 month period)
- All group lists need to be reviewed (using the alphabetical group listing) to assure unduplicated groups and counts.
- Project staff collecting data and DEWS staff need to agree on one specific method for naming/identifying groups to reduce duplicate entries (for example: teachers last name with first initial, grade
- 33% of Parent newsletter groups did not change delivery site from public schools to individual homes; system change will now automatically change delivery site for parent newsletters.
- Make sure to delete any Parent newsletter "group" where newsletters were not used.
- Need training on how to write impact statements
- New curricula: do not complete unless using items not on the approved list for FFY.

8. **Other New Items for 2009**

- Current reporting year is 2009…so system defaults to 2009. Cannot go back and modify data input for 2008.
- Can select report for any year data is entered, any time.
- All text entries (Other FNS, group titles) have character limits. The text limits are now visible for each area and as characters are entered, the remaining characters to be used are shown.

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